



Request for Proposals # 1038 – 8/27/13

***Acoustical Engineering Services
for the Evaluation, Design and Integration
of Audio-Visual Equipment in Vernon Town Hall***

**Town of Vernon, CT
14 Park Place
Vernon, CT 06066**

Deadline for Submittal: 8/27/13 at 2:00 p.m.

Section I. General Information

1. Purpose of Solicitation

This solicitation is a Request for Proposal(s) (RFP). The purpose is to solicit responses from qualified acoustical engineering companies that describe their capabilities to evaluate, identify, design, and documentation of equipment needed or repurposed from current inventory for a “turnkey” professional-grade integrated audio/video system (“A/V system”) for the town of Vernon, CT (“The Town”).

The responding entity shall be prepared to perform the services listed in this RFP. Such services shall meet the requirements of the described work and include the description of equipment needed or repurposed, and the suggested design and installation plans for the locations listed in this request.

2. Services Requested

The Town is requesting evaluation for an integrated A/V system for the following areas located in Town Hall, Memorial Building, Third Floor, 14 Park Place, Vernon, CT 06066.

1. Town Council Chambers
2. Executive Office (Mayor’s Office) as a secondary Emergency Operations Center
3. Audience spill-over area (outside Council Chambers)

Respondents to this RFP shall identify their experience and qualifications to perform analysis, design engineering, and installation of integrated A/V systems as outlined in section II below.

3. Proposal Format

Proposals must be submitted in the format outlined in this document. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Respondents shall use the prescribed format to indicate their experience and qualifications, to describe their approach to this project, and to explain their proposed contract.

4. Contract Responsibility

The selected acoustical engineering firm will be required to assume total responsibility of the evaluation, design, and documentation of equipment needed and/or repurposed for this project.

The acoustical engineering firm may identify supplemental work, external to their contract scope, which must be performed by others to allow their proposed integrated A/V system

to be installed and to be fully functional.

The provider must coordinate, cooperate, and schedule their work with The Town and The Town's Public Works Department, so that these supplemental work components can be implemented into the project.

If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

5. Special Provisions

A. Reservations

The Town reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of The Town. Additionally, although The Town desires to contract with a single firm for all work/services to be provided, The Town reserves the right to split the work/services and deal with multiple firms if it is deemed to be in The Town's best interest. All Proposals become the property of The Town.

B. Contract Terms & Conditions

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

Indemnification

It is further agreed that the Contractor (separately and collectively the "Indemnitee") shall indemnify, hold harmless, and defend The Town, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of The Town, any other party indemnified hereunder, the Contractor, or any third party.

Release

The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges The Town, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character,

including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of The Town, any other party released hereunder, the Contractor, or any third party.

C. **Warranty**

The Contractor warrants that it shall provide the work and services in accordance with the highest industry standards and practices applicable to its work.

6. Required Insurance and Bonds

A. Workers' compensation: Contractor shall purchase and maintain Workers' Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers' Liability Insurance of \$1,000,000.00 per accident/occurrence, including, without limitation, an "Alternate Employer" and "Borrowed Servant" endorsement.

B. Liability insurance: Contractor shall purchase and maintain Commercial General Liability Insurance with \$1,000,000.00 combined single limit for Bodily Injury and Property Damage, specifically including Contractual Liability for their respective obligations under this Agreement, including Products Liability.

7. Taxes, Fees, Code Compliance, Licensing

The Acoustical Engineering Services provider shall be responsible for payment of any required taxes or fees associated with the contract. The provider shall be responsible for compliance with all applicable codes and laws in connection with performing the work contemplated under the contract.

8. Deliverables

The deliverables shall be accepted by The Town when a report of the evaluation, identification, design, and documentation of equipment needed and/or repurposed from current inventory for a "turnkey" professional-grade integrated audio/video system has to the Town in accordance with this RFP.

9. References and Proprietary Information

All proposers grant The Town permission to make inquiries concerning the respondent and its qualifications and references to any persons or firms deemed appropriate by The Town.

Any proprietary information that the respondent provides in response to this RFP and for which provider does not want disclosed to the public shall be so identified on each page on which it is found. Data or information so identified will be used by The Town solely for the purpose of evaluation and contract negotiations. Disclosure of any of provider's proprietary information by The Town to third parties shall be in strict accordance with the laws and regulations regarding disclosure in the State of Connecticut.

10. Award

The Town reserves the right to accept proposals, award proposals and/or not award proposals on individual items listed, on group items, or on the proposal as a whole; to reject any and all proposals, to waive any informality in the proposals, and to accept the proposal that appears from all consideration to be for the best interest of The Town.

Notice of proposal award, if proposal be awarded, will be made within thirty (30) days of opening of proposals. The Town Administrator will authorize the selected respondent to commence performance of the work tasks set forth in the Final Proposal.

Section II. Format Requirements and Preparation Instructions

Proposals must be received on or before **August 27, 2013 at 2:00 p.m.** at the address indicated below and marked accordingly.

The Town of Vernon, 14 Park Place, Vernon CT 06066

Attn: John D. Ward, Town Administrator

Re: **Request for Proposals #1038 – 8/27/13**

Acoustical Engineering Services for the Evaluation, Design and Integration of Audio-Visual Equipment in Vernon Town Hall

The Town reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted and will be returned to the submitting company unopened. Incomplete responses will be deemed non-responsive and will be rejected from consideration. The Town is not liable for any cost incurred by any person or firm responding to this RFP.

Questions presented prior to **August 23, 2013 by 5:00 p.m.** will be answered and posted by **August 26, 2013 at 12:00 pm** on the towns' website at .vernon-ct.gov.

Please direct all questions regarding this RFP and the program it represents, in writing, to:

Town of Vernon, 14 Park Place, Vernon CT 06066

Attn: Robert Sigan, Director Information Technology and Communication

rsigan@vernon-ct.gov

Proposals must be submitted in the format outlined in this section. Provide three (3) copies of your response. Each will be reviewed to determine if it is complete prior to actual evaluation. The Town reserves the right to eliminate from further consideration any response, which does not follow the format or is deemed nonresponsive; however, The Town reserves the right to waive any irregularities or formalities.

- 1 **Table of Contents** Proposals shall include a table of contents properly indicating the section and page numbers of the information included.
- 2 **Executive Summary** Proposals shall include a concise abstract stating the respondent's overview of the project.
- 3 **Contractor Qualifications Data**
 - A. **Firm Profile:** Provide general information on the responding firm, including; name, business address, local telephone number, officers of the firm, and contact person for this project.

- B. **References:** Provide a minimum of three (3) references for A/V systems design. References for projects where the responding firm was not the prime contractor are not acceptable.

4. **Technical Approach**

Proposals must indicate a clear understanding of the scope of the work, including a detailed project plan for this project outlining major tasks and responsibilities and time frames.

Section III. Scope of Work and General Project Specifications

This section of the RFP defines in general terms the intended use or function of the system(s) needed by the Town. The goal is to create a high quality, user friendly and media rich facility that will:

- a. Allow for multimedia presentations (All 3 areas)
- b. Aid and facilitate the use of audio and visual media for governmental meetings. (All 3 areas)
- c. Capture and preserve Council, Board and Commission meetings and presentations which may be rebroadcasted or presented on the internet. (Council Chambers)

Overall requirements

- 1 The proposed solution/system must not require additional personnel to operate and maintain.
- 2 Proposals that include additional power, network or other outlets beyond those presently installed must include the cost for equipment, installation, cabling and hook-up in the proposal.
- 3 Proposals that include modifications to the furnishings must include the cost of the modifications and cost required to match the existing furnishings.
- 4 Overall system components and connections should be hidden to the maximum extent possible. Where not possible to hide, components and connections should match the overall aesthetics of the room.
- 5 Proposals must include all costs associated with this project, including, but not limited to, cost to procure equipment and software, installation of equipment, software, components and cabling, integration with existing systems and testing. Costs must be listed by Room.

The Specifications shall include the design and installation of an integrated A/V system in the following locations:

1. Town Council Chambers

The Council Chambers is a rectangular room measuring 1584 sq ft in area. It contains an area for audience seating and a separate section for Mayor and twelve (12) Council members.

The Town Council Chambers currently contains several microphones, several television monitors, wall mounted cameras, a video board and DVD recording device.

2. Overflow Room (Outside Council Chambers)

This room serves as the overflow room for the Council Chambers. It currently has a wall-mounted television monitor.

3. Mayor's Office

This room accommodates up to 18 people, requires typical functionality as well as the ability to serve as an Emergency Operations Center. It currently has a wall mounted television monitor.