

REQUEST FOR QUALIFICATIONS
Audio Visual Contractor
BULVERDE AREA RURAL LIBRARY DISTRICT

BULVERDE, TEXAS

June 20, 2018

The Bulverde Rural Area Library District (BARLD), aka OWNER, is seeking qualifications from an Audio Visual contractor working in Central Texas to provide A/V integration for the expansion/renovation to the Mammen Family Public Library located in Bulverde, Texas.

Requirements for submitting qualifications are provided below. Copies of the Request for Qualifications (RFQ) may be obtained from the library website: www.bsblibrary.org. We will accept responses to this RFQ until 5:00 p.m. CST on Thursday, July 12, 2018. Responses must be emailed to susan@bsblibrary.org or delivered to the following address: **Susan Herr, Library Director, Mammen Family Public Library, 131 Bulverde Crossing, Bulverde, TX 78163.**

1. Background

The Mammen Family Public Library is located approximately 20 miles north of San Antonio, Texas, in a fast growing area of the state. Our library serves a 200 square mile area in the western portion of Comal County. The current facility is centrally located in the District and has proximity to the major retailers in our area, many local schools, and the Hwy 281/Hwy 46 crossroad.

The current building, constructed in 2008 with an addition in 2014, is approximately 19,000 square feet. The library is currently undergoing an expansion/renovation to add an additional approximately 12,000 square feet. The Library welcomed over 150,000 visitors who checked out almost 300,000 items in the last year.

2. Project Overview

The scope of services is to provide a complete audiovisual system to the Client and to ensure the successful installation of the system. It is the system integrator's responsibility to provide delivery, installation, project management, all components necessary to accommodate the scope, training, documentation, and insurance.

a) The selected vendor shall participate with the project team in the evaluation of audiovisual solutions and options for various areas of the Mammen Family Public Library, including but not limited to:

- (1) 2800 square foot conference room that can split into 3 smaller rooms: (1) 46' x 30' room and (2) 23' x 32' rooms

- (1) 504 square foot board room, 18' x 28'
- (1) 520 square foot training room, 26' x 20'
- Small collaboration rooms
- Children and teen areas
- Meeting room signage
- Other area displays

b) The Audio Visual contractor (or “system integrator”) will meet with the client to coordinate and confirm the design plan and requirements and then provide a complete layout, design and detailing of audio visual equipment.

The system integrator will be provided with plans of the areas impacted. The system integrator will provide drawings, product literature, samples and spec sheets to the client for review and approval.

c) The audio visual rough-ins will be cut-in by the General Contractor as indicated in the written scope of work. If additional wall penetrations are necessary to complete the work, they will be the responsibility of the System Integrator, including all patch and repair related to same.

System Integrator will be responsible for trim out of all rough-ins and penetrations related to the installation of the audiovisual system (even those rough-ins provided by the General Contractor).

d) System Integrator shall provide hoisting or scaffolding as may be required (suggest making arrangements with on-site subcontractors as necessary).

e) All cabling shall be plenum rated. All cabling shall be bundled and supported off of the structural floor system above the ceiling in a neat and professional manner. Cabling shall not be supported by ceiling grid wires. Splicing of cables shall not be permitted.

f) System Integrator will be responsible for fire sealing / acoustical sealing all penetrations in floors or walls made by and/or used by the System Integrator.

g) System Integrator will responsible for the daily removal and cleanup of its work.

h) System Integrator will be responsible for adequate liability, workman’s compensation and automobile insurance.

i) System Integrator will be responsible for comprehensive audio-visual design services including shop drawings and submittals in compliance with this RFP.

j) System Integrator will provide testing with documentation/checklist certifying the functionality/features, and provide training per each area’s specification.

- k) System Integrator will provide two (2) sets of owner's manuals and warranty.
- l) System Integrator will comply with all applicable local, state and federal laws and regulations.
- m) Proposals shall include costs for all freight, permits, and fees. The library is a tax exempt entity.
- n) It is anticipated that the selected vendor shall assist the organization as a whole to communicate the new audio visual solutions and benefits. This may occur through training, presentations, instructions and materials for distribution.
- o) It is anticipated that the selected vendor will establish an ongoing relationship to provide long term audio visual services including warranty service, moves / adds / changes, etc.
- q) Key Milestones are as follows:
- June 20, 2018 – RFQ posted on website and ad published in local newspaper
 - July 12, 2018 - RFQ submittals due by 5:00 PM Central time
 - July 16, 2018 - Notification of shortlist
 - week of July 16, 2018 - Information Gathering / Interview
 - week of July 23, 2018 - Award AV Vendor
 - August 6, 2018 - Budget for project due; negotiations, if necessary, commence
 - February - May 2019 Occupancy of various areas

3. Specific Information for Applicants

- a) Only Audio Visual Dealers that have been pre-qualified under this procedure will be invited to participate in the informational meeting / interview process.
- b) Applicants will be notified of their status of acceptance as a pre-qualified firm based upon their submittal and required documentation as outlined within this RFQ. Applicants will be advised in writing via e-mail or by phone.
- c) RFQ format should be in electronic format. All responses must be submitted in an organized manner, addressing distinct sections as listed within. All responses should have consecutively numbered pages.

4. Requirements of the Formal RFQ Response

Your response to this RFQ should address, at a minimum, the following items listed below and follow this organization as your outline:

- a) **Company Background** - Please provide the following information regarding your company:
- i. Brief company overview / history
 - ii. Organizational chart indicating company's structure and the lines of responsibility.
 - iii. Identify the number of professionals employed in each department.
 - iv. Provide a minimum of (5) comparable projects which demonstrate your relevant experience.

Include the following:

- A brief project description including size of project, location of project, date of completion, and high level scope
- Original audio visual budget and final audio visual budget
- Images / renderings / photographs
- Challenges and critical issues specific to the project and how your team addressed those issues.

b) **Proposed Staff** - we will place great emphasis on the strength and appropriateness of the proposed project team in our evaluation of the RFQs. Submit your proposed project organization chart identifying the proposed staff for this project and showing the relationships between your staff. The proposed staff should all have relevant experience appropriate for this scope of work.

For each individual, please also provide the following information:

- i. Their role within your firm and their primary responsibilities on this project. Also indicate their level of involvement through the duration of the work.
- ii. Resumes of each member of your proposed team.
- iii. Length of employment with your firm
- iv. Number of years in the industry
- v. Academic training, professional licensing and other related honors
- vi. Examples of similar or relevant project experience.

Bidder is responsible for examining this RFQ and the Exhibit(s). Failure to do so will be at the sole risk of the Bidder. Should the Bidder find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any question arise concerning this RFQ, Bidder shall notify OWNER's Representative of such findings. Should such matters remain unresolved by OWNER prior to Bidder's preparation of its proposal, such matters must be addressed in Bidder's proposal.

It is the Bidder's responsibility to be informed of the questions and responses emailed back to the Bidder. All proposals must clearly set forth any restrictions or provisions deemed necessary by the Bidder to effectively service the proposed RFQ. Identify any part of the services described in Bidder's response, which are not provided entirely by Bidder's Company. Provide full operational documentation for any business partner, subsidiaries, subcontractors, affiliates, and sister companies and identify and explain any differences. The use of subcontractors may

be accepted, at OWNER's discretion, but only with the notification and advance written approval of OWNER. Explain the rationale for proposing a partner versus a single source provider. Identify the parent Company by name to the rationale for proposing a partner versus a single source provider. Identify the parent Company by name to the respective OWNER office(s).