



**GENERAL SERVICES AGENCY
CAPITAL PROJECTS
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: November 6, 2018

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Maria Benavides PHONE: 205-1124

SUBJECT: Board Chambers Technology Upgrade

REQUEST(S):

That the Board of Supervisors:

1. Approve the Request for Proposal (RFP) for the Board Chambers Technology Upgrade Project.
2. Authorize the advertisement of the RFP for the subject project.
3. Set the due date for the project submissions by 5:00 p.m. on Thursday, December 13, 2018.

SUMMARY:

The Board Of Supervisors Chambers is in need of technology upgrades for the aging audiovisual, multimedia, and room control systems. Therefore, staff from Capital Projects, Information, Communications, and Technology (ICT), and the Clerk of the Board have worked together to develop a scope of work and create a Request for Proposal (RFP) that addresses the upgrade needs.

The Project will result in a modernization plan, equipment specifications, installation, configuration, programming, and support for a comprehensive audiovisual and room control solution. The solution will create a high quality, high definition, state-of-the-art audiovisual and room control system to facilitate and document the County's Board of Supervisors meetings, voting records, and presentations - the recording of which will be made available on the Internet.

Moreover, the project will provide high definition, high performance, professional digital multimedia and broadcast systems capable of meeting the County's current

SUBJECT: Board Chambers Technology Upgrade

DATE: November 6, 2018

and future audiovisual and room control technology needs. The new system must also include a modern voting system able to integrate with the existing Granicus meeting management software used by the County.

Interested firms must submit a detailed packet meeting the requirements of the RFP. The submissions will be scored by a panel of County staff. The highest scoring firm that meets all the requirements of the RFP will be interviewed and a final price will be negotiated and presented to the Board for award of the project.

It is requested that the Board approve the RFP for the Board Chambers Technology Upgrade Project, authorize the advertisement of the RFP for the subject project, and set the submission date for the project at 5:00 p.m. on Thursday, December 13, 2018.

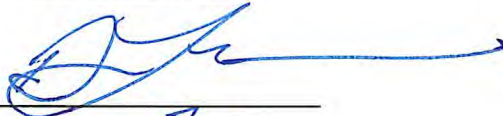
FISCAL IMPACT/FINANCING:

Funds for this project have been included in the Capital Project Fund and County Administrative Office budgets.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Safety and Security initiative to provide for the safety and security of the public. The Board Chambers Technology Upgrade Project aligns with the initiative by providing improved facilities for the public and staff.

ADMINISTRATIVE SIGN-OFF:



Kyle Taylor
Capital Projects Coordinator III

Cc: County Administrative Office

Attachment(s) Request for Proposal Packet

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF THE BOARD)
CHAMBERS TECHNOLOGY UPGRADE) Resolution No. _____
PROJECT) Agreement No. _____
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

- 1. Approved the Request for Proposal (RFP) for the Board Chambers Technology Upgrade Project.
- 2. Authorized the advertisement of the RFP for the subject project.
- 3. Set the due date for the project submissions by 5:00 p.m. on Thursday, December 13, 2018.



County of Tulare

REQUEST FOR PROPOSAL FOR AUDIOVISUAL MODERNIZATION

BOARD CHAMBERS TECHNOLOGY UPGRADE

**County of Tulare
General Services Agency
Capital Projects Division
2637 W Burrel Ave., Suite
200, Visalia, CA 93291
559-205-1100**

**Kyle Taylor, Capital Projects Coordinator III
County of Tulare Capital Projects**

October 2018

**All materials submitted with this Proposal are subject to The Public Records Act
(California Government Code sections 6250-6276.48)**

ADVERTISEMENT FOR AUDIOVISUAL MODERNIZATION SERVICES
TULARE COUNTY – BOARD CHAMBERS TECHNOLOGY UPGRADE

NOTICE IS HEREBY GIVEN that the County of Tulare hereby solicits Proposals from technology firms to design and install technology upgrades for the Board of Supervisors Chambers. Individually sealed packets will be accepted by the Capital Projects Division of the General Services Agency, County of Tulare, Government Plaza, 2637 W Burrel Ave., Suite 200, Visalia, California until **5:00 PM, Thursday, December 13, 2018.**

Project Description: The County is seeking proposals for professional services and equipment necessary for the modernization of the County's Board of Supervisors Chambers aging audiovisual, multimedia and room control systems. The project shall result in a modernization plan, equipment specifications, installation, configuration, programming and support for a comprehensive and modernized audiovisual and room control solution. The solution must create a high quality, high definition, state-of-the-art audiovisual and room control system to facilitate and document the County's Board of Supervisors meetings, voting records, and presentations - the recording of which will be made available on the Internet. The proposed solution must provide high definition, high performance, professional digital multimedia and broadcast systems capable of meeting the County's current and future audiovisual and room control technology needs. The new system must also include a modern voting system able to integrate with the existing meeting management software used by the County which is Granicus.

Submittals shall be in accordance with the Request for Proposal packet which are on file with, and may be obtained from Tulare County General Services Agency, Capital Projects Division, 2637 W Burrel Ave., Suite 200, Visalia, California 93291, (559) 205-1100, Monday through Thursday between 8 a.m. and 5 p.m. and Friday between 8 a.m. and 12 p.m. Firms submitting for the Project shall submit their packages under seal and marked "**Firm Name, County of Tulare Board of Supervisors Chambers Technology Upgrades**". Firms must provide one (1) original and five (5) hard copies of their package and one (1) CD-ROM or other electronic copy. RFP correspondence and questions should be directed to Kyle Taylor, Capital Projects Coordinator III at KMTaylor@co.tulare.ca.us

Technology firms should have experience producing design documents and installing the required technology items. This project is specifically for the design and/or creation of the various technology upgrades, as well as, the installation of the County selected system. The pre-qualification package requires answers to questions contained in the selection criteria. Tulare County will use these documents as the basis for rating Technology Firms in respect to their qualification to provide and install the technology upgrades. Tulare County reserves the right to check other sources available to verify the information provided if needed. Tulare County will base its decision on objective evaluation criteria using the scoring methods described in the Request for Proposals. The County may require interviews of the top three scoring firms to aide in the selection of the most qualified firm.

**REQUEST FOR QUALIFICATIONS
COUNTY OF TULARE
BOARD OF SUPERVISORS CHAMBERS TECHNOLOGY UPGRADES**

The County of Tulare (County) hereby solicits Proposals from professional technology firms to design and install technology upgrades for the Board of Supervisors Chambers. The selected firm will be required to provide the professional services and equipment necessary for the modernization of the County's Board of Supervisors Chambers aging audiovisual, multimedia and room control systems. The project shall result in a modernization plan, equipment specifications, installation, configuration, programming and support for a comprehensive and modernized audiovisual and room control solution.

SECTION I—OVERALL PROJECT DESCRIPTION

The County is seeking proposals for professional services and equipment necessary for the modernization of the County's Board of Supervisors Chambers aging audiovisual, multimedia and room control systems. The project shall result in a modernization plan, equipment specifications, installation, configuration, programming and support for a comprehensive and modernized audiovisual and room control solution. The solution must create a high quality, high definition, state- of-the-art audiovisual and room control system to facilitate and document the County's Board of Supervisors meetings, voting records, and presentations - the recording of which may be made available on the Internet. The new system must also integrate with the existing meeting management and live streaming software used by the County which is hosted by Granicus.

SECTION II—SCOPE OF WORK

This section details the hardware and software solutions the County seeks to implement as part of a modernization plan.

A. Board Chambers (Required)

1. Replace all existing hard wired speakers, and all components and related cabling; demo all old equipment.
 - a. Ability to manage speaker zones, see **Speaker Zoned** diagram.
2. Eliminate the need to dim the lights to see presentations on existing (2) projectors and screens.
 - a. Potential solutions include replacing existing projectors with models specially designed for maximum brightness or LED displays that would eliminate the need for both projectors and screens, see **BOS AV Display Locations** diagram in appendix for placement.
 - Display should be large enough to easily read 10 pt. font from any seat in the room without the need to dim the lights.
 - b. If LED displays are selected, a replacement for Projector A could be mounted on

the same mount for audience viewing. A replacement for Projector B could be mounted on the same mount for Board viewing, keeping room aesthetics in mind in terms of display height and placement. An additional display would be needed inside the Well to allow Board members to see the display and maintain proper line of sight with audience. If this route is taken, demo of existing projector screens would also be needed, see **Photos** in appendix.

- c. **(Optional)** Install new display on the North wall above Storage Closet door to duplicate Board Chambers presentations and provide additional viewing, see **BOS AV Display Locations** diagram in appendix for placement.

B. A/B Conference Room (Required)

1. Improve the functionality of the room when used as either Board Chambers overflow seating or independently as a conference room, see **Photos** in appendix.
 - a. Install new digital whiteboard on the South wall to facilitate meeting presentations when used independently as a conference room, see **BOS AV Display Locations** diagram in appendix for placement.
 - b. Install new display on the Southwest wall to duplicate Board Chambers presentations when being used as Board Chambers overflow seating.
 - c. All displays and whiteboards should be large enough to easily read 10 pt. font from any seat in the room.
 - d. Add additional input in room so that audio and video presentations can take advantage of A/V system. A wall mounted console should be installed in room to control system, see **Speaker Zone** diagram in appendix.
 - e. Add VOIP phone for audio conferencing.
2. Ability to clearly pick up and record audio for up to twenty individuals in room and stream output to Granicus live stream solution.
3. Ability to clearly pick up and record audio for up to ten individuals when offsite and output to an existing audio recorder Sangean model DAR-101, for offsite backup recording.

C. Board Chambers Lobby (Optional)

1. Provide the ability to use Board Chambers Lobby for overflow seating and minimize disruptions, see **Photos** in appendix.
 - a. Install new display on Northeast wall to duplicate presentation inside Board Chambers, see **BOS AV Display Locations** and **Speaker Zones** diagrams in appendix.
 - Display should be large enough to easily read 10 pt. font from any seat in the room.

D. CAO Lobby (Optional)

1. Provide the ability to use CAO Lobby for overflow seating and minimize disruptions, see **Photos** in appendix.
 - a. Install new display on Northeast wall to duplicate presentation inside Board Chambers, see **BOS AV Display Locations** and **Speaker Zones** diagrams in appendix.
 - Display should be large enough to easily read 10 pt. font from any seat in the room.

E. Closed Session Room (Optional)

1. Provide the ability to conduct meetings and display presentations inside room, see **Photos** in appendix.
 - a. Install new digital white board on the Southeast wall in Closed Session room to be used independently from integrated system, see **BOS AV Display Locations** diagram in appendix.
 - Display should be large enough to easily read 10 pt. font from any seat in the room.

F. Dais (Required)

1. Replace all (8) existing hard wired microphones and all components and related cabling; demo all old equipment, see **Photos** in appendix.
 - a. Ability for mics to be managed locally on individual device as well as be overridden by Clerk using integrated system, see **Input/Output** diagram appendix.
 - b. Ability for mic user to visually see whether mic is on or off.

2. Install (8) dedicated touchscreen displays to allow Dais members to view presentations using integrated system, agenda items from Granicus, or navigate to their email, see **Input/Output** diagram in appendix.
 - a. Ability to maintain line of sight with audience as much as possible with low profile, wide format, table top mountable tiltscreens.

G. Clerk Station Option A Matrix (G or H Required)

1. Minimize the amount of manual coordination, equipment and disparate software needed for Clerk to manage board meetings.
 - a. Ability to manage audio and video sources, and implemented desired solutions, through centralized touch system, see **A/V System Solution** requirements later in this section and **Input/Output** diagram in appendix.
2. Demo remnants of old backup system that is currently mounted in Clerk's Station, but cannot be removed at this time because it houses toggle switches used to change source types, see **Photos** in appendix.
 - a. Ability to change source types using integrated A/V System Solution.
3. Replace existing hard wired microphone and all components and related cabling; demo all old equipment.
4. Install dedicated touchscreen display and main control to allow Clerk to manage and view presentations using integrated system, agenda items from Granicus, or navigate to email, see **Input/Output** diagram in appendix.

H. Clerk Station Option B Matrix (G or H Required)

1. Minimize the amount of manual coordination, equipment and disparate software needed for Clerk to manage board meetings.
 - a. Ability to manage audio and video sources, and implemented desired solutions, through centralized touch system, see **A/V System Solution** requirements later in this section and **Input/Output** diagram in appendix.
2. Demo remnants of old backup system that is currently mounted in Clerk's Station, but cannot be removed at this time because it houses toggle switches used to change source types, see **Photos** in appendix.
 - a. Ability to change source types using integrated A/V System Solution.
3. Replace existing hard wired microphone and all components and related cabling; demo all old equipment.
4. Install dedicated touchscreen display and main control to allow Clerk to manage and

view presentations using integrated system, agenda items from Granicus, or navigate to email, see **Input/Output** diagram in appendix

I. Presenter Lectern

1. Replace all existing hard wired microphones and all components and related cabling; demo all old equipment.
 - a. Ability for Clerk or Chairman to turn on/off mic at Speaker Lectern using Video Switching Solution.
 - b. Ability for Lectern PC to be touchscreen capable. It must also sit flush with podium table and needs to be integrated into system to display presentations to all room and individual displays and stream through Granicus for online viewing, see **Input/Output** diagram in appendix.
 - Clerk to have the ability to manage the display and audio presentation from the A/V System solution.
 - c. Ability for PC to remain segmented from the County network.

J. Speaker Lectern

1. Replace all existing hard wired microphones and all components and related cabling; demo all old equipment.
 - a. Audio to be integrated into sound system.
 - b. Ability for Clerk or Chairman to turn on/off mic at Speaker Lectern using Video Switching Solution

K. Tech Table Option A Matrix (*K or L Required*)

2. Remove all (3) existing hard wired microphones and all components and related cabling; demo all old equipment. Replace (2) hard wired microphones.
3. Install (3) new dedicated touchscreen displays to allow members to view integrated presentations, agenda items from Granicus, or navigate to their County email.
 - a. Ability to maintain line of sight with audience as much as possible with lowprofile, wide format, table top mountable tiltscreens.

L. Tech Table Option B Matrix (*K or L Required*)

4. Remove all (3) existing hard wired microphones and all components and related cabling; demo all old equipment. Replace (2) hard wired microphones.

5. Install (2) new dedicated touchscreen displays to allow members to view integrated presentations, agenda items from Granicus, or navigate to their County email.
 - a. Ability to maintain line of sight with audience as much as possible with low profile, wide format, table top mountable tiltscreens.
6. Install (1) A/V Output 24" Monitor.

M. A/V System Solution (Required)

1. Improve Clerk's ability to streamline meeting management by providing a single location to monitor and manage audio and video sources and settings.
 - a. Ability to manage all inputs and outputs from one display, see **Input/Output** Diagram in appendix.
 - b. Ability to adjust volume and mute control for all microphones on Dias Lecterns, and Tech Table and all audio/video sources.
 - c. Ability to control speakers by zone, see **Speaker Zones** diagram in appendix.
 - d. Ability to manage all implemented solutions from single location including managing Granicus, Voting, Speaker Queue, Limit Timer, and Backup Recording solutions, as well as presentations sources and audio.
 - e. Ability to preview windows in interface.
 - f. Ability to be networkable with its own DHCP.

N. Limit Timer Solution (Required)

1. Replace third party tool with integrated programmable countdown timing solution for public speaker time limits to be controlled from Clerk's Video Switching System solution.
 - a. Countdown timer should be graphic and be presented on Presentation and Dais screens, see **Input/Output** diagram in appendix.

O. Audio Recording Backup Solution (Required)

1. Replace manual backup solution with integrated solution that automatically starts when a meeting begins.
 - a. Recording format should be MP4 or compatible and be stored by meeting date for easy identification.

P. Granicus Streaming Integration (Required)

1. Interface audio and presentation feeds into existing Granicus encoder and live

streaming solution, see **Input/Output** diagram in appendix. Test as needed for proper function.

Q. Public Speaker Queue Solution (Optional)

1. Provide the ability to register and queue speakers for Public Comments.
 - a. Ability to be mobile and allow for registration as needed within Board Chambers or in Lobby.
 - b. Ability for Clerk to manage speaker queue order.

R. Voting Solution (Required)

1. Replace existing voting board with modern voting system integrated into the Granicus' Media Manager and Live Manager.
 - a. Ability for Board Members to vote via stationary or dedicated touch screen devices at dais.
 - b. Ability to record the votes directly into the meeting management system.
 - c. Ability for Board Members to easily determine correct vote was selected through highlighting or other visual indicator.
 - d. Screens should be large enough to easily select vote and read item information.
 - e. Ability to only allow one vote selection per item and the ability to correct before final vote is confirmed by Clerk.
 - f. Ability for Clerk to record and present final votes on all integrated presentation screens in Chambers, A/B Conference Room, Lobby, and Dais screens, see **Input/Output** diagram in appendix.
 - g. Ability for Clerk to manage the initializing of a vote session and present final vote from single integrated location.
 - Vote interface should be a screen overlay that allows Board Members to return to return to their previous viewing location after the final vote is presented.

S. Panic Button Integration (Required)

1. Provide Clerk and/or Board Members the immediate ability to discreetly perform a one-step emergency notice activation.
 - a. Ability to customize recipients for panic button activation.
 - b. Ability for Clerk, Board Members, or CAO staff to activate panic button and see when an emergency response has been activated.
 - c. Ability to input and output to A/V System Solution.

SECTION III–STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

The Firm will be selected based upon which vendor’s proposal is most advantageous to the County using the Criteria listed below and the scoring of each firm.

1. Quality, clarity and responsiveness of proposal in conformance with instructions, conditions, and format.
2. Features and functionality deemed most advantageous and cost effective to the County.
3. Installation, implementation, and training plan.
4. Cost of proposed system.
5. Warranty, maintenance, and support.

A. General Information (15 points)

1. Provide a general description of the firm/team that is proposing to provide design/installation services. Explain the legal organization of the proposed firm/team. Provide an organization chart showing the key personnel including any sub-contractors.
2. Provide the following information:
 - a. List the California professional licenses held by the firm/team and the key personnel who will be assigned to this project.

B. Experience and qualifications of the firm/team (20 points)

1. Identify at least three projects in which the firm completed the design and install of technology upgrades similar to what is required for this project within the past five (5) years. Preference will be given to firms that have provided design and install services for Board Chambers and/or other integrated systems similar to this project.

For each comparable project identified, provide:

- Detailed description of project
- Role of the firm
- Whether the firm designed, installed, or design and installed the system
- Project Owner
- References (two names with telephone numbers and email addresses per project)

2. Identify the location of the firm’s principal office and percent of the work expected to be performed locally.

C. Experience of key personnel to be assigned to this project (20 points)

1. For each key personnel identified, list at least two (2) projects in which they have played a primary/major role. If a project selected for the key personnel is the same as the one selected

for the firm, provide just the project name and the role of the key personnel. For other projects, provide:

- Detailed description of project
 - Role of the individual
 - Whether the key personnel designed, installed, or design and installed the system
 - Project Owner
 - References (two names with telephone numbers and email addresses per project)
2. Identify the home office location of key staff on this project and the percent of their work expected to be performed locally.
 3. The County is interested in those personnel involved with the project design and install.
 4. List any proposed sub-Consultants if required, including key staff names and the experience and qualifications of these individuals.

D. Understanding of the project and cost of performing the required services

(30 points)

1. Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. Provide the overall cost to provide a “turn-key” system to the County for the required services listed.

E. Overall evaluation of the firm/team and its perceived ability to provide the required services

(15 points)

This is to be determined by the selection panel members. No submittal response is required.

SECTION IV–SUBMITTAL REQUIREMENTS

Firms/individuals interested in the above project should submit proposals that clearly identifies this project on the cover of the proposal **which includes a single-sided one-page 8½ X 11-inch cover letter plus a maximum of ten (10) single-sided pages** to address the proposal criteria (excluding resumes but including organization chart). Resumes for each key team member shall be limited to a maximum of two (2) pages and should be attached as an Appendix to the proposal. Pages that have project photos, charts and graphs will be counted towards the maximum page limitation.

Please provide **an original plus five (5) copies (total of six) of the proposal by 5:00 p.m. on December 13, 2018**. Submittals may be mailed or hand-delivered to the Tulare County General Services Agency, Capital Projects Division, 2637 W Burrel Ave., Suite 200, Visalia, California 93291. Proposals shall be in a sealed envelope marked **“Firm Name, County of Tulare Board of Supervisors Chambers Technology Upgrades”**.

Proposals shall be mailed or hand delivered and may not be faxed or electronically transmitted to the County. Proposals received after the deadline will be returned to the sender unopened. Submitters must ensure delivery (not postmarking) by proposal deadline.

Failure to comply with the following criteria set forth in this RFP will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time
- The number of originals and/or copies of the submittal as specified
- Adherence to the maximum page requirement

SECTION V–SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each proposal according to the proposal Selection Criteria (Section III) noted above and will select the highest ranked firm. If the County is unable to select the best qualified firm, the County reserves the right to short-list up to three firms and will schedule and conduct interviews. The following tentative schedules for this project are as follows:

December 17, 2018	Proposal Review
January 2, 2019	Winning Firm Notification

The County will enter into negotiations with the selected firm and execute a contract upon completion of the negotiation of fees and contract terms for the Board of Supervisors approval. If the County is unsuccessful in negotiating a contract with the best qualified firm, the County may then negotiate with the second or third most qualified firm until a contract is executed, or may decide to terminate the selection process. The fees will be negotiated for design and selection of the system and again once the system and upgrades are selected.

SECTION VI–OTHER REQUIREMENTS

A. Installation Requirements. Contractor will need to work with County ICT staff to develop installation plans and have approved final prior to start of construction. In addition to meeting current AV industry standards, the following must be met:

- All cabling will need to be Plenum rated.
- All cabling connections on the work side floor will be labeled in reference to Video Matrix
- All cabling must have enough cable slack for pullout and serviceability.
- All cabling in the AV cabinet will be labeled in reference to **Input/Output** diagram locations or devices.
- All LCD/LFD locations will need a new duplex 5-20R recessed outlet.
- All cabling to be ran within wall if feasible. If cabling cannot be ran within wall then appropriate sized surface mounted wire mold will be used and painted to match wall color.
- All wall mounted display locations must have ¾ inch painted backboard for additional support to LCD/LFD.

B. Infrastructure Requirements

- All new cabling for data will be installed according to EIA/TIA 568-B .2-10specs for UTP Category 6 or 6a, Commercial Building Telecommunications Cabling Standard #569, Commercial Building Telecommunications Pathways and Spaces #607, and Commercial Building Grounding and Bonding Requirements for Telecommunications and any current telecommunications bulletins. Backboard layout, labeling methods, materials, and test results/methods must be approved

by Tulare County ICT.

- All incoming data cables going into the AV media room, need to enter through secured conduits leading them to the wire management raceways and terminated onto patch panels. Each new data cable will terminate on unloaded patch panels that accept snap in jacks similar to Allen Tel Versatap patch panels or similar models. The jacks with Category 6 or 6a wiring will terminate in orange color jacks. Contractor to provide and install patch panels.
 - All equipment must be rack mountable.
 - New 42U Cabinet, 19 in. wide railmounts.
 - Upgrade UPS run time for 1 hour for all equipment to be installed.
 - Grounded patch panel type.
- C. Certification Regarding Debarment (Exhibit D).** The firm or prime consultant shall complete the attached Form and submit with their proposal. The Debarment Form is not included in the page count limitation.
- D. Addendum.** Any Addendums issued as part of the proposal must be copied, signed, and included in the proposal submittal as required, but will not be counted towards the page limit. Addendums should be included in the proposal submittal and does not require page numbers.
- E. Insurance.** The firm shall indicate in the cover letter that they maintain insurance coverage of at least the amounts contained in the attached **Exhibit A**.
- F. RFQ Holders List - Registration.** The County shall not be held responsible for any oral instructions. Any changes to this proposal will be in the form of an Addendum, which will be furnished to all registered proposal holders. Firms/individuals who pick up a copy of the proposal packet or are sent a copy through the County of Tulare's General Services Agency will be registered on the proposal Holders List. In order to receive any issued addendums, firms receiving a copy of this packet through any other means should register as an proposal holder at the General Services Department by email at KMTaylor@co.tulare.ca.us
- G. County Rights.** The County reserves the right to evaluate the proposals submitted, reject any or all proposals, waive any informality or irregularity in any proposal received, and be the sole judge of the merits of the respective proposals received.
- H.** The proposer is entirely responsible for all costs associated with the preparation of this proposal. The County will not reimburse the selected firm/team for any work performed relative to the Scope of Work prior to the execution of a contract and a Notice to Proceed letter is received by the selected firm/team.
- I. Questions.** RFP correspondence, questions pertaining to the consultant selection process or contract issues should be directed to Kyle Taylor, Capital Projects Coordinator III at KMTaylor@co.tulare.ca.us. All questions must be submitted by **12:00 PM on November 28, 2018**. All questions will be answered by an addendum. Questions received after 12:00 PM on November 28, 2018 will not be answered.
- J. Consultant Information Form (Exhibit B).** The Consultant Information Form must be a separate page and is not included in the total page count. This page is not evaluated by the selection panel but is used by the County for administrative purposes.

- K. Sample Contract (Exhibit C).** A sample contract boilerplate is included in this RFP. The contract boilerplate is non-negotiable.
- L. Ownership of Documents.** Upon submission of proposal documents, all such documents shall become the property of the County.

Exhibit A

INSURANCE REQUIREMENTS

Contractor and subcontractors shall provide and maintain insurance for the duration of the warranty period against claims for injuries to persons and damage to property, which may arise from, or in connection with, performance under the Agreement by the CONTRACTOR, its agents, representatives, employees or subcontractors, if applicable.

A. Minimum Scope & Limits of Insurance

- 1) Coverage at least as broad as Commercial General Liability, insurance Services Office Commercial General Liability coverage occurrence form GC 00 01, with limits no less than \$2,000,000 per occurrence including products and completed operations, property damage, bodily injury and personal & advertising injury. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability Insurance of \$1,000,000 per occurrence for bodily injury and property damage covering any auto. If the annual aggregate applies it must be no less than \$2,000,000.
- 3) Workers' Compensation Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- 4) Builders Risk. (County shall be named loss payee as its interest may appear)
 - a. All Risk (Special Perils) covering completed value of the project with no coinsurance penalty provision.
 - b. Professional Liability of \$1,000,000 per occurrence or claim for design and build.

B. Specific Provisions of the Certificate

1. If any of the required insurance is written on a claims made form, the retroactive date must be before the date of the contract or the beginning of the contract work and must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work.
2. The General Liability and Automobile Liability policies are to be endorsed to contain the following provisions:
 - a. *The COUNTY, its officers, agents, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the CONTRACTOR.*
 - b. *For any claims related to this project, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, agents, officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers,*

agents, officials, employees or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

- c. Each insurance policy required by this agreement shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the COUNTY.
 - d. CONTRACTOR hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
3. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the COUNTY for all work performed by the CONTRACTOR, its employees, agents and subcontractors. CONTRACTOR waives all rights against the COUNTY and its officers, agents, officials, employees and volunteers for recovery of damages to the extent these damages are covered by the workers compensation and employers liability.

C. Deductibles and Self-Insured Retentions

Self-insured retentions must be declared and the COUNTY Risk Manager must approve any deductible or self-insured retention that exceeds \$100,000.

D. Acceptability of Insurance

Insurance must be placed with insurers with a current rating given by A.M. Best and Company of no less than A-: VII and a Standard & Poor's Rating (if rated) of at least BBB and from a company approved by the Department of Insurance to conduct business in California. Any waiver of these standards is subject to approval by the County Risk Manager

E. Verification of Coverage

Prior to approval of this Agreement by the COUNTY, the CONTRACTOR shall file with the Tulare County Board of Supervisors, certificates of insurance with original endorsements effecting coverage in a form acceptable to the COUNTY. Endorsements must be signed by persons authorized to bind coverage on behalf of the insurer. The COUNTY reserves the right to require certified copies of all required insurance policies at any time.

11.1.2 ADDITIONAL CONSTRUCTION INSURANCE REQUIREMENTS:

- a. Payment Bond: For public works projects of more than \$25,000 a "payment bond" is required in the full amount of the Contract price, and shall insure to the benefit of persons performing labor or furnishing materials in connection with the Work of the Contract. This bond shall be maintained in full force and effect until all work under the Contract is completed and accepted by the COUNTY, or until all claims for materials and labor have been paid, whichever is longer.
- b. Performance Bond: For public works projects of more than \$25,000 a "performance bond" is required in the full amount of the Contract price and shall insure the faithful performance by Contractor of all work under the Contract. It shall also insure the replacing of, or making acceptable, any defective materials or faulty workmanship.
- c. Acceptability of Surety: Only California admitted sureties with current AM Best Rating of no less than VII.

County of Tulare
Consultant Information Form
Board of Supervisors Chambers Technology Upgrades
(Exhibit B)

Firm:	
Contact Person:	
Email Address:	
Address:	
City, State, Zip code:	
Fax Number:	

Subconsultant	Type of Work

Note: The Consultant Information Form must be a separate page and is not included in the total page count. This page is not evaluated by the selection panel but is used by the County for administrative purposes.

**Exhibit C
Sample
Agreement**

**COUNTY OF TULARE
SERVICES AGREEMENT
BOARD CHAMBERS TECHNOLOGY UPGRADE**

THIS AGREEMENT ("Agreement") is entered into as of _____, between the **COUNTY OF TULARE**, a political subdivision of the State of California ("COUNTY"), and _____, [INSERT TYPE OF ENTITY, e.g. a California or other state corporation (see Instructions for more examples)] ("CONTRACTOR"). COUNTY and CONTRACTOR are each a "Party" and together are the "Parties" to this Agreement, which is made with reference to the following:

A.

B.

C.

THE PARTIES AGREE AS FOLLOWS:

1. **TERM:** This Agreement becomes effective as of _____ and expires at 11:59 PM on _____ unless earlier terminated as provided below, or unless the Parties extend the term by a written amendment to this Agreement.
2. **SERVICES:** See attached **Exhibits A, A-1, A-2, . . .**
3. **PAYMENT FOR SERVICES:** See attached **Exhibits B, B-1, B-2, . . .**
4. **INSURANCE:** Before approval of this Agreement by COUNTY, CONTRACTOR must file with the Clerk of the Board of Supervisors evidence of the required insurance as set forth in the attached **Exhibit C**.
5. **GENERAL AGREEMENT TERMS AND CONDITIONS:** COUNTY'S "General Agreement Terms and Conditions" are hereby incorporated by reference and made a part of this Agreement as if fully set forth herein. COUNTY'S "General Agreement Terms and Conditions" can be viewed at <http://tularecountycounsel.org/default/index.cfm/public-information/>
6. **ADDITIONAL EXHIBITS:** CONTRACTOR shall comply with the terms and conditions of the Exhibits listed below and identified with a checked box, which are by this reference made a part of this Agreement.

<input type="checkbox"/>	Exhibit D	Additional terms and conditions for federally-funded contracts. This Exhibit can be viewed at http://tularecountycounsel.org/default/index.cfm/public-information/
<input type="checkbox"/>	Exhibit _____	[Insert name of any other exhibit needed and attach]

7. **NOTICES:** (a) Except as may be otherwise required by law, any notice to be given must be written and must be either personally delivered, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

COUNTY:

[INSERT DEPT. CONTACT INFO]

Phone No.: _____

Fax No.: _____

With a Copy to:

COUNTY ADMINISTRATIVE OFFICER

2800 W. Burrel Ave.

Visalia, CA 93291

Phone No.: 559-636-5005

Fax No.: 559- 733-6318

CONTRACTOR:

[INSERT CONTRACTOR CONTACT INFO]

Phone No.: _____

Fax No.: _____

(b) Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail will be deemed received on the fifth calendar day after the date of mailing. Either Party may change the above address by giving written notice under this section.

8. **AUTHORITY:** CONTRACTOR represents and warrants to COUNTY that the individual(s) signing this Agreement on its behalf are duly authorized and have legal capacity to sign this Agreement and bind CONTRACTOR to its terms. CONTRACTOR acknowledges that COUNTY has relied upon this representation and warranty in entering into this Agreement.

9. **COUNTERPARTS:** The Parties may sign this Agreement in counterparts, each of which is an original and all of which taken together form one single document.

[THIS SPACE LEFT BLANK INTENTIONALLY; SIGNATURES FOLLOW ON NEXT PAGE]

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

[INSERT CONTRACTOR'S FORMAL NAME]

Date: _____

By _____

Print Name _____

Title _____

Date: _____

By _____

Print Name _____

Title _____

[Pursuant to Corporations Code section 313, County policy requires that contracts with a **Corporation** be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a **Limited Liability Company** be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]

COUNTY OF TULARE

Date: _____

By _____

Chairman, Board of Supervisors

ATTEST: JASON T. BRITT
County Administrative Officer/Clerk of the Board
of Supervisors of the County of Tulare

Date: _____

By _____

Deputy Clerk

Approved as to Form
County Counsel

Date: _____

By _____

Deputy

Matter # _____

Exhibit D

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification of explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participation to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participation knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participation shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12459. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment,

Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transaction.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transaction authorized under paragraph 6 of these instruction, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

CERTIFICATION

- 1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b) Have not within a three-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 indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

-
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature

Date

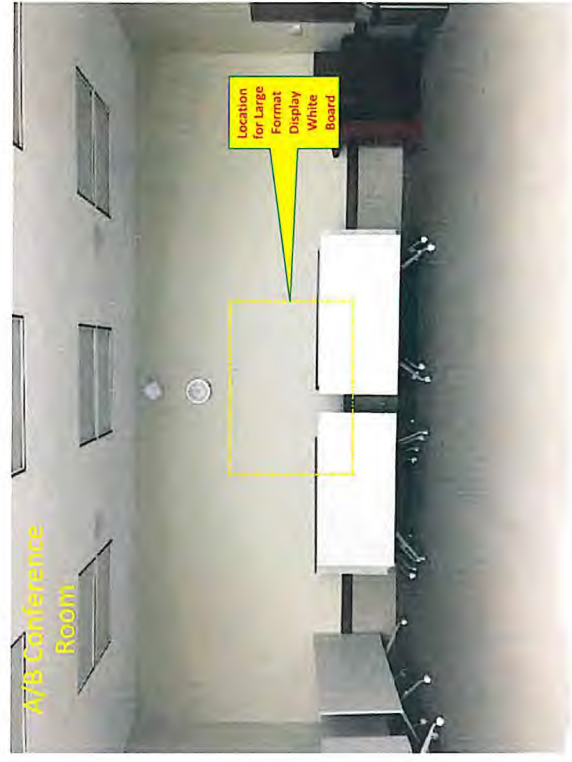
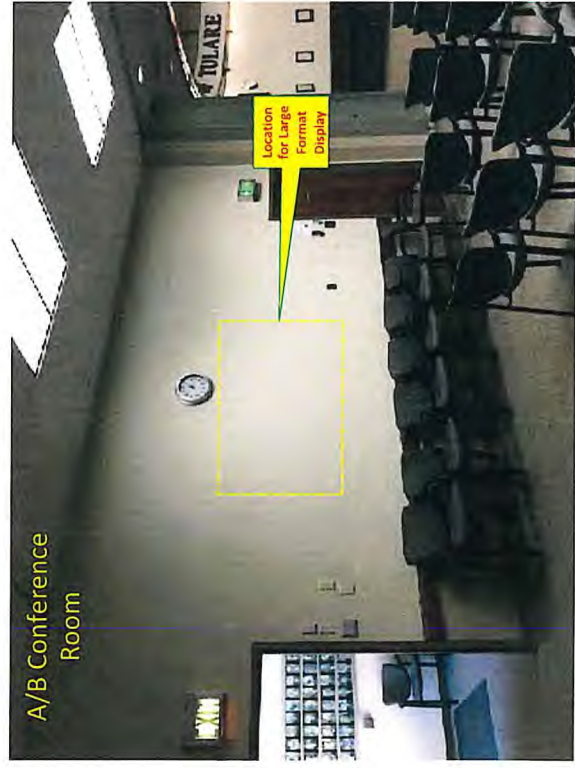
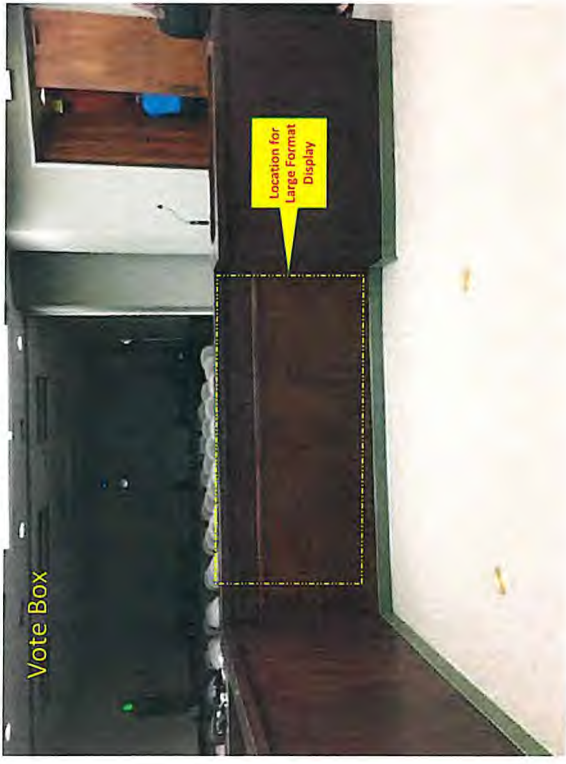
Printed Name & Title

Name of Agency or Company

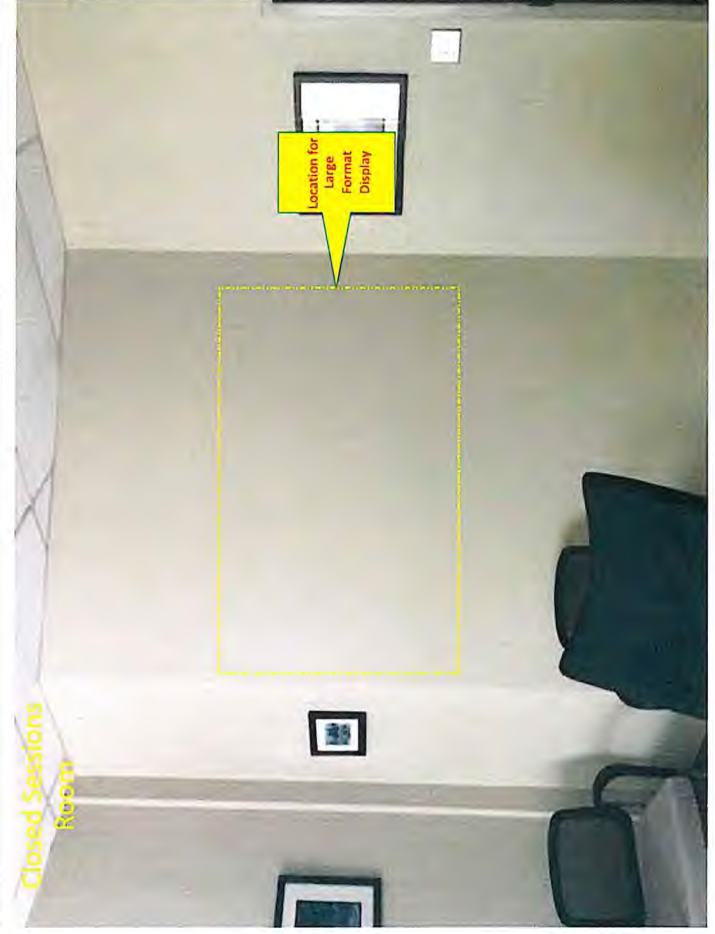
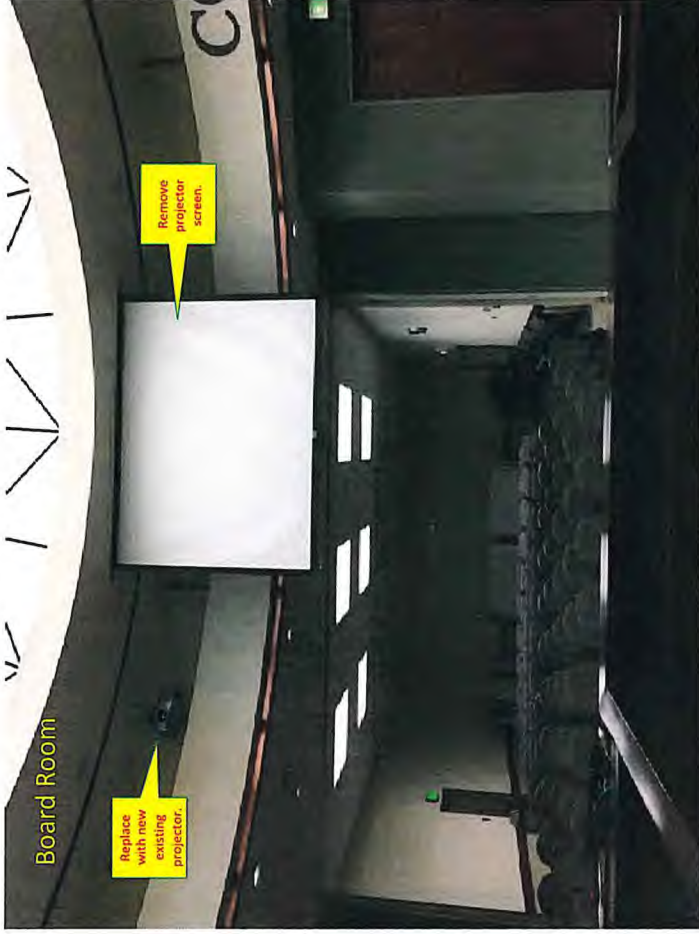
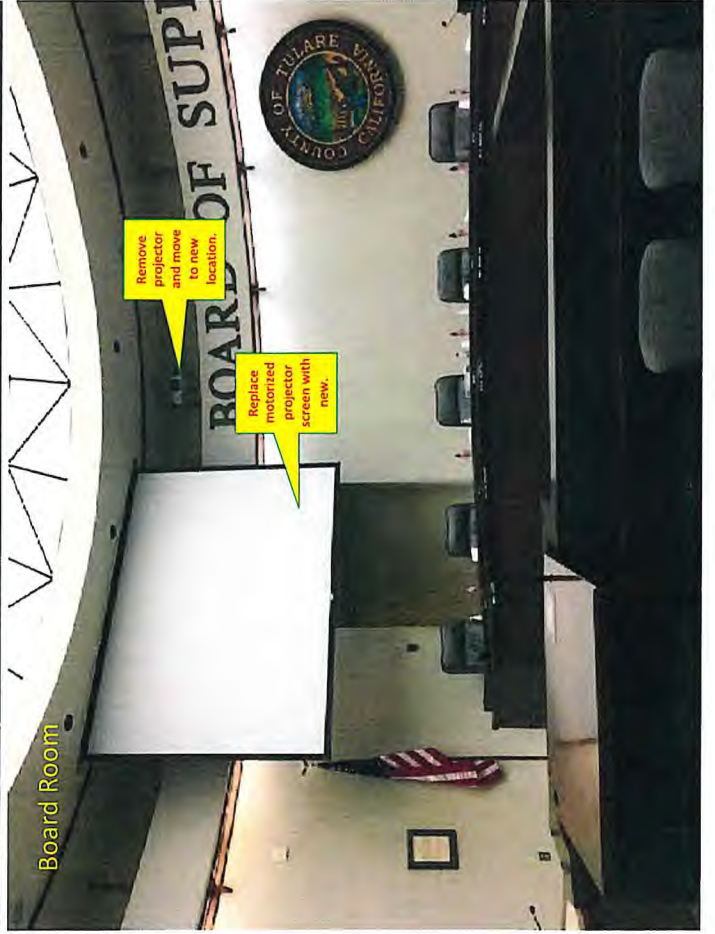
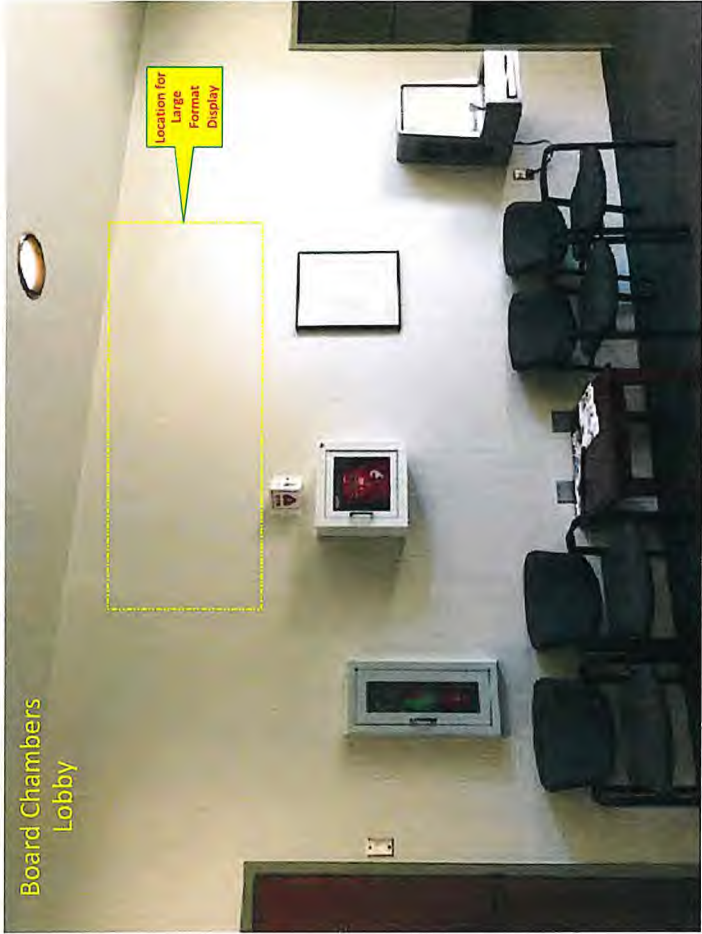
Appendices:

- A. BOS AV Display Locations
- B. Photos
- C. Input/Output Diagram

A. BOS AV Display Locations Overlay



A. BOS AV Display Locations Overlay



B. Photos:

- A/B Conference Room
- Board Chambers Lobby
- Closed Session
- Dias
- Clerk Station
- Speak and Presenter Lecterns, respectively
- Tech Table
- Data Closer
- Projectors A & B

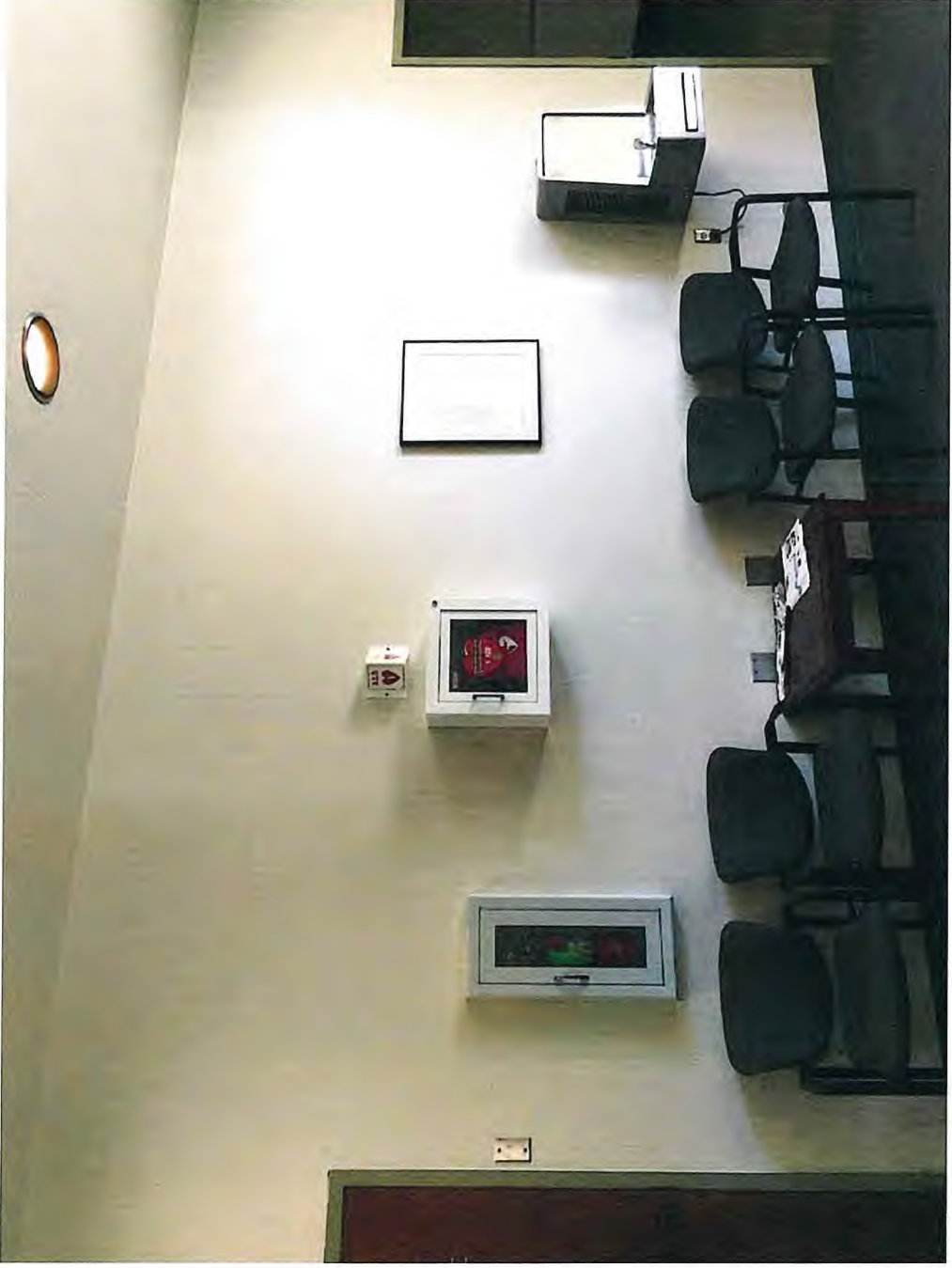
A/B Conference Room



A/B Conference Room



Board Chambers Lobby



Closed Session Room



Closed Session Room



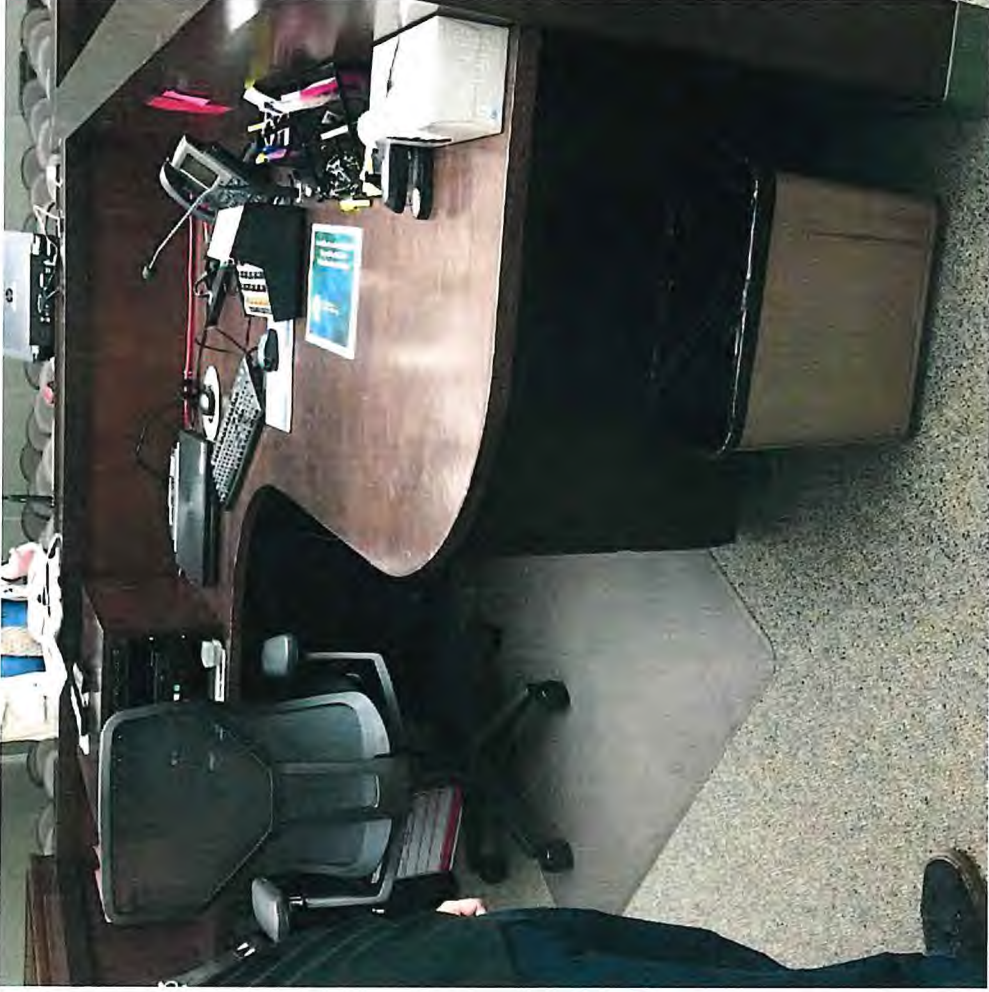
Dais



Dais



Clerk Station



Speak and Presenter Lecterns, respectively



Tech Table



Data Closet



Data Closet



Data Closet



Projectors A and B



C. Input/Output Diagram

Inputs:

- A/B Conference Room Audio
- (8) Dais microphones
- (1) Clerk Station touch screen display and A/V system control
- (1) Clerk Station microphone
- (1) Presenter Lectern microphone
- (1) Speaker Lectern microphone
- (2) Tech Table microphones
- Granicus Live Manager (Meeting Manager)
- Limit Timer Solution
- Panic Button Solution and Activation
- Public Speaker Queue Solution
- Voting Solution

Outputs:

- (2) Projector Screens or alternative solution, if implemented
- A/B Display Screen
- Board Chambers Lobby Display Screen
- (8) Dais Touch Screens and (2) Tech Screens
- 1 – A/V Output 24” Monitor (**Chambers Matrix Option B**)
- Audio Recording Backup Solution
- Panic Button Activation Screen for BOS and CAO Lobby Staff
- Granicus Live Streaming/Encoder

BOS Chambers - Audio Zone #1:

12 - Ceiling mounted speakers

1 - HDBT (High Definition Base T) matrix audio receiver & network run (Cat 6A STP, Plenum)

1 - 12-way audio distribution amplifier

Board, CAO, & Counsel Platform Seating

8 - Wired microphones

1 - 8-way audio mixer

1 - HDBT matrix audio transmitter & network run (Cat 6A STP, Plenum)

8 - 15" LCD Touch Interactive Displays & network run (Cat 5E UTP, Plenum)

Technical Table (**Chambers Matrix Option A**)

2 - Wired microphones

1 - 3-way audio mixer

1 - HDBT matrix audio transmitter & network run (Cat 6A STP, Plenum)

3- 15" LCD Touch Interactive Displays & network run (Cat 5E UTP, Plenum)

Technical Table (**Chambers Matrix Option B**)

2 - Wired microphones

1 - 3-way audio mixer

2 - HDBT matrix audio transmitter & network run (Cat 6A STP, Plenum)

2 - 15" LCD Touch Interactive Displays & network run (Cat 5E UTP, Plenum)

1- A/V Output 24" Monitor

Clerks Table

1 - Wired microphone

1 - HDBT matrix audio transmitter & network run (Cat 6A STP, Plenum)

1 - DAR (Digital Audio Recorder)

1 - HDBT matrix audio receiver & network run (Cat 6A STP, Plenum)

1 - 19" Master LCD Touch Interactive Display, master control & network run (Cat 5E UTP, Plenum)

Master Speaker/Presenter Podium Input Jacks

1 - HDBT matrix A/V transmitter & network run (Cat 6A STP, Plenum)

1 - Courtesy panel with common media input jacks (HDMI, component/VGA/composite video, RCA/3.5 mm TR audio)

Secondary Speaker/Presenter Podium Input Jacks

1 - HDBT matrix A/V transmitter & network run (Cat 6A STP, Plenum)

1 - Courtesy panel with common media input jacks (HDMI, component/VGA/composite video, RCA/3.5 mm TR audio)

Media Outlet Jacks

1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)

1 - Digital A/V Multiplexer (x2+)

1 - Courtesy panel with common media output jacks

(HDMI, component/VGA/composite video, RCA/3.5 mm TR audio)

Master Public Display

1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)

1 - Wall-mounted 82" LFD monitor (on NW wall)

Secondary Public Display

1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)

1 - Wall-mounted 55" LFD monitor (on NE wall, above door to A/V network

wiring closet)

Master BOS Repeater Display

-
- 1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)
 - 1 - Wall-mounted 55" LFD monitor (on well barrier)
 - A/B Conference Room - Audio Zone #2:
 - 12 - Ceiling mounted speakers
 - 1 - HDBT matrix Audio receiver (Cat 6A STP, Plenum)
 - 1 - 12-way audio distribution amplifier
 - 1 - 10" LCD Touch Interactive Display & network run (Cat 5E UTP, Plenum)
 - Primary Public Display
 - 1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)
 - 1 - Wall-mounted 65" LFD monitor (on W wall)
 - Secondary Public Display
 - 1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)
 - 1 - Wall-mounted 75" Interactive White Board (on S wall)
 - 1 - Video Conference Endpoint

- Board Chamber Lobby - Audio Zone #3:
 - 6 - Ceiling mounted speakers
 - 1 - HDBT matrix Audio receiver & network run (Cat 6A STP, Plenum)
 - 1 - 6-way audio distribution amplifier

- Chamber Lobby Public Display
 - 1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)
 - 1 - Wall-mounted 42" LFD monitor (on E wall)

- CAO Lobby Public Display
 - 1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)
 - 1 - Wall-mounted 42" LFD monitor (on NE wall)

- Closed Session Room - Audio Zone #4 (tentative):
 - 6 - Ceiling mounted speakers
 - 1 - HDBT matrix Audio receiver & network run (Cat 6A STP, Plenum)
 - 1 - 6-way audio distribution amplifier

- Primary Staff Display
 - 1 - HDBT matrix A/V receiver & network run (Cat 6A STP, Plenum)
 - 1 - Wall-mounted 65" Interactive White Board (on NE wall)
 - 1 - Video Conference Endpoint

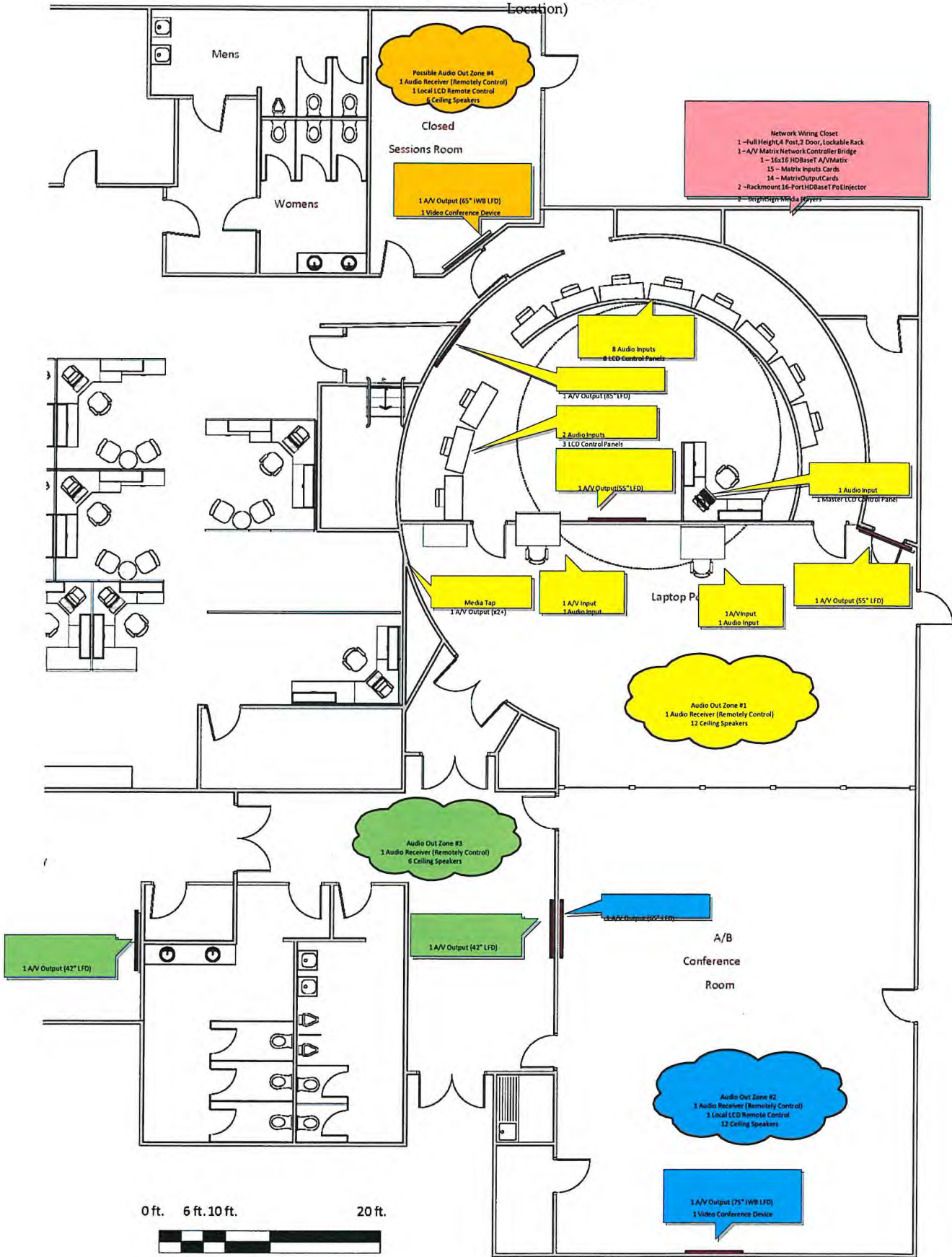
A/V Matrix / Network Wiring Closet:

- 1 - Four-post, two-door, lockable, 72 RMU, 36" x 19" equipment rack
- 1 - HDBT 16 x 16 A/V matrix chassis
- 5 - HDBT input cards
- 11 - HDBT output cards
- 2 - HDMI input cards
- 1 - Dual Network HDBT matrix Controller
- 2 - Patch panel 24-port keystones
- 2 - Rack mounted 16 port PoH injector
- 1 - BrightSign XT1143 media player (public facing)

1 - BrightSign XT1143 media player (staff facing)

Chambers Matrix Option A

(Clerks Station Remains in Current Location)



0 ft. 6 ft. 10 ft. 20 ft.



Chambers Matrix Option B

(Clerks Station Moves to Tech Table Location)

