



Solicitation Information

Tuesday, February 14, 2006

RFP # B06059

**TITLE: Kent County Courthouse
 Audiovisual Bid Package**

Submission Deadline: Friday, March 10, 2006, 11:15 AM EST

Questions concerning this solicitation may also be E-Mailed to the Division of Purchases at wanderson@purchasing.state.ri.us no later than **March 3, 2006 Noon EST**. Please reference the RFP# B06059 on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: YES

BOND REQUIRED: YES

William J. Anderson, C.P.M., Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Department of Administration and the Rhode Island Supreme Court is soliciting proposals for Audiovisual Contractors, from qualified respondents, and in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

Scope of Work

The new Kent County Courthouse will include a number of sophisticated audiovisually enhanced spaces. Courtrooms will be equipped with advanced audio and video presentation capabilities and will be linked to a central AV Master Control Room for expanded signal distribution and processing purposes. Superior (3), Family (2), and District (3) courtrooms and Grand Jury (1) will all have installed audio reinforcement systems combined with assisted listening and language translation networks. Video and data image display for the courtrooms will be supported through the use of portable, high-resolution LCD projectors operating in tandem with installed electric front-projection screens.

Courtrooms are divided into distinct types. While all courtrooms will receive a relatively high-level of audiovisual fit-out including installed audio systems and front projection capabilities (portable), one of each of the Superior, Family, and District courtrooms will be equipped with enhanced media systems to facilitate electronic evidence presentation and videoconferencing applications at the highest levels. Remotely controlled cameras will be installed for these "advanced" courtroom environments and a dedicated "CODEC" (coder/decoder) will be provided to allow self-contained videoconferencing sessions. Videoconferencing from these courtrooms will be possible over traditional ISDN phone lines or over the courthouse (IP) data network.

For all courtrooms, full control over installed AV system functionality will be possible from touch screens located at the judge's bench or clerk's station and at attorney's stations. Control over certain environmental elements such as zoned-lighting systems, projection screens and window shades will also be possible

using the provided AV system touch panels. These touch panels may also serve as local video and/or computer monitors at the user's discretion.

"Add-Alternate" pricing is requested for the identified "advanced" courtroom spaces to allow them to serve as "gavel-to-gavel" television broadcast environments. Expanded connectivity (infrastructure) provisions have been established to support this higher level of media functionality. High-visibility trial proceedings are expected to be broadcast directly from these so-called "gavel-to-gavel" courtrooms. A very high degree of remote operator control would be provided for these most advanced courtroom spaces. Through the shared control room facility all of the new Kent County Courthouse "advanced" and "standard" courtrooms will be capable of connecting to broadcast trucks located outside the facility.

In addition to the courtroom spaces themselves, a number of other courthouse environments will receive some level of audiovisual fit-out. A Jury Assembly room will include an audio reinforcement system and a ceiling-mounted video/data projector designed to facilitate juror orientation activities.

Judges' conference rooms will have installed projection screens which can be used with portable computer and video projectors drawn from a central equipment pool. Jury deliberation rooms will be similarly equipped. A child testimony room will be equipped to allow remote (and discrete) taping and documentation of legal testimony. A training room will also receive installed audiovisual presentation capabilities including a ceiling-mounted LCD video/data projector and an electric, roll-down projection screen.

Public information signage capabilities will be installed outside of every courtroom and at five (5) locations in the public corridors and lobbies. The creation of unique daily information displays will be possible from a central location in the facility.

To summarize, the following spaces are included within this scope of work:

Courtrooms

The courtrooms are variously equipped with installed audiovisual systems supporting voice reinforcement, program audio reproduction, computer and video image display, and advanced evidence presentation applications such as video teleconferencing. Videoconferencing capabilities are also intended to facilitate remote witness testimony and/or remote arraignment.

Two (2) specific courtroom types are identified for differing levels of "Day 1" equipment fit-out. While the initial capabilities for the courtroom types may differ, all Courtrooms are provided with a common infrastructure (e.g., electrical circuits, cabling conduit and raceways) that will allow all courtrooms to eventually be supplied with AV support hardware at the highest possible level. Three (3)

courtrooms (one on each court level have additional conduits (two (2) two (2) inch)) to support the infrastructure for the “gavel-to-gavel.”

Type I courtrooms (one each Superior, Family, and District courtrooms (total three (3)) are considered “advanced” and have high-level audiovisual capabilities including dedicated audio and videoconferencing equipment. As noted above, “add-alternate” pricing is requested to upgrade any or all of the Type I courtrooms to “gavel-to-gavel” broadcast environments. Additional infrastructure is provided for these spaces to support higher functionality levels associated with the gavel-to-gavel implementation. Type II (“standard”) Courtrooms (eight (8) total plus Grand Jury) have audio reinforcement systems and projection screens for use with portable video equipment. But do not have the videoconferencing and installed camera capabilities associated with the Type I and “add-alternate” gavel-to-gavel courtroom spaces. The Grand Jury hearing room is essentially a Type II “standard” courtroom space without the dedicated audio conferencing capabilities associated with the remainder of the “standard” courtrooms. Type II spaces may be upgraded at any time to a higher level of AV fit-out.

All of the new Kent County Courthouse courtrooms have installed electric projection screens for use with portable projection devices. All are provided with installed audio and assisted listening systems and all provide for numerous microphone placements. The courtrooms utilize ceiling-mounted loudspeakers with DSP matrix mixing provided for speech reproduction and reinforcement. All courtrooms are connected (through the Master AV Control Room) to a broadcast truck connection hub located outside the Courthouse facility.

All Courtrooms are also provided with sophisticated AV control systems which allow remote control of all installed AV functionality from the judges’ bench, clerks’ work space, and attorney’s stations.

AV Master Control Room

The AV Master Control Room supports advanced presentation and archival applications in the courtrooms and the child testimony area. The Control Room will also be the site of advanced AV electronics to be installed to facilitate the proposed “gavel-to-gavel” broadcast application should the add-alternate for this proposed activity be accepted. All courtrooms are connected to the Control Room so that operators stationed in the Control Room may orchestrate presentation activities centered in the courtroom spaces.

The child testimony area is connected directly to the Control Room so that children’s testimony can be recorded remotely (audio and/or video for archival or evidence purposes) without becoming a distraction or source of intimidation for the children involved in the proceedings. Additional connectivity is provided from the Control Room to jury deliberation rooms and judges’ chambers so that media signals (such as live transmission of children’s testimony) may be distributed

easily to those locations. AV furniture will be provided for the Control Room environment under the terms of this audiovisual bid package and contract.

Jury Assembly Room

The jury assembly room is designed to provide an environment in which prospective jurors receive orientation and may wait for assignment to cases. This area can also serve as a staff training area for large groups of trainees during those times when jurors are not present.

A fixed, ceiling mounted projector and high-contrast screen will be provided so that jurors may view orientation materials and may watch TV when waiting for assignment from the jury pool. A single table position at the front of the room provides microphone connectivity for voice reinforcement and a small equipment rack when system electronics (e.g., TV tuner, audio system amplifier(s), DVD, and VHS video player) are located. Cable TV signals are also to be provided to the equipment rack. Voice reinforcement and program (television, videotape, etc.) audio is distributed over ceiling mounted speakers.

During internal staff training sessions, computer signals may be displayed from the table at the front of the room using the ceiling-mounted projector and associated projection screen. A specialized PC interface is provided to support this application as part of this project scope.

Training Room

One (1) training room is equipped for multi-media presentations in support of small group training sessions. The room is equipped with an electric, roll-down front projection screen intended to operate in conjunction with a fixed ceiling-mount LCD video/data projector to accommodate local, high-resolution computer, or video sourced presentations.

Judges' Conference Rooms

The smaller conference rooms throughout the new Kent County Courthouse are designed for use with portable AV equipment which will be supplied from a central equipment inventory as required. Ceiling-mounted electric projection screens will be installed for use with portable projectors, video playback devices, and PC interface. The judges' conference rooms are connected to the AV Control Room to allow for central distribution of media signals.

Jury Deliberation Rooms (6)

Audiovisual presentations and/or evidence review in the new Kent County Courthouse will also make use of portable AV equipment supplied from the central equipment inventory (as required). A ceiling-mounted electric projection screen will be installed for use with portable projectors, video playback devices, and PC interface. Like the judges' conference rooms discussed above, the jury

deliberation rooms are linked to the central AV Control Room for distribution of media signals and/or materials.

Children's Testimony Room

The new Kent County Courthouse children's testimony room is located on the first floor and is wired back to the AV Master Control Room so that children's testimony may be recorded both remotely and discretely. The AV Control Room signal distribution network will allow signals originating in the children's testimony room to be transmitted both the jury deliberation rooms and judges' chambers (and to any other new Kent County Courthouse environments also linked to the Master Control Room).

Permanently installed (wall-mounted) camera and microphone connectivity are provided specifically for these purposes. Recorders are located in the AV Control Room to facilitate recording for archival and evidentiary applications.

Public Information Displays

Five (5) advanced flat panel LCD and plasma displays (40" diagonal LCD, 50" diagonal plasma; 16:9 aspect ratio) utilizing anti-glare screens and the latest technology to reduce image retention ("burn in"), will be positioned at the public entrance lobby and in elevator corridors. They will display important information and courtroom schedules to employees and visitors. These monitors are to be wall-mounted on fixed brackets provided under this scope of work. A second type of public information displays (17" diagonal LCD monitors) will be located outside of each courtroom (11 totals) to display each courtroom's daily docket. Each of the public displays will be linked to a central (dedicated) distribution hub servicing the entire monitor network. One (1) dedicated system PC (provided under this scope of work) supplies signals to all of the public information monitors. Signal transmission is accomplished over standard (Cat-6) data cable. It is expected that the information screens for these monitors will be updated daily from a central computer located in the courthouse server room office or other networked configured locations.

While CATV signals will not be distributed to these LCD monitor locations, addition of that capability is possible as a "future" application. It will also be quite simple to add additional monitor locations as required.

Shared Equipment Pool

The equipment pool is comprised of AV hardware that is shared between environments such as the courtrooms. The pool contains components such as video/data projectors, which are used on a portable basis in the courtrooms and other courthouse spaces. The pool includes two (2) types of video/data projectors; one more powerful type for courtroom use and a smaller, less powerful variety for use in the conference rooms and jury deliberation rooms. Carts are provided for the larger AV hardware.

Potential Offerers bidders are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more respondent. The State also reserves the right to award this project based on pricing alone.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offerer. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered.

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the Respondent's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

A clearly marked original Letter of Interest plus four (4) copies, including Standard Form 330 (available on the Purchasing Website in General Info, then under Standard Forms), as well as other details including personnel, experience, and qualifications data are required. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of

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personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest/Request for Proposal will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's goal of a minimum of five percent (5%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website at <http://www.mbe.ri.gov>

Questions, in **Microsoft Word Format**, concerning this solicitation, may be E-Mailed to the Division of Purchases at wanderson@purchasing.state.ri.us no later than the Date and Time indicated on page 1 of this solicitation. Please reference the **RFP # B 06059** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFP, and posted on the Rhode Island Division of Purchases website at (www.purchasing.state.ri.us) It is the responsibility of all interested respondents to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Proposals to provide the required services must be received by the Division of Purchases **on or before Friday, March 10, 2006, 11:15 AM EST**. Responses (**a clearly marked original** plus seven **(7)** copies) should be mailed or hand-delivered in a sealed envelope marked with the "RFP NUMBER B06059: to:

By Courier or Mail:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fed-Ex/UPS and other carriers do not always arrive by 10:00 am, you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.state.ri.us)
- A statement of experience describing the Offeror's Bidder's background, qualification, and experience with similar projects and all information described elsewhere in this solicitation.
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.state.ri.us by clicking on RIVIP, then General Information and then Standard Forms.

SECTION 2 – SCOPE OF WORK

The intent of this Request for Proposals is to identify qualified Audiovisual Contracting Firms that are interested in providing the services necessary to complete the scope of work with quality and within the prescribed time frame.

See Detailed Scope Outlined Above in Section One (1)

PROPOSAL SUBMISSION

A **Mandatory Pre-proposal Conference**, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted on Tuesday, February 21, 2006 at Leighton Judicial Complex (existing courthouse), 222 Quaker Lane, Courtroom Eight (8) fourth floor. Please allow an approximately twenty (20) minutes for parking (free parking available in the garage) and to pass through security at the entrance to the courthouse. Please bring a hard hat with you and appropriate footwear.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling 401-421-7005 forty-eight (48) hours in advance of the pre-bid conference.

A summary of this meeting will be issued, as an addendum, and posted on the Rhode Island Division of Purchases home page at www.purchasing.ri.gov

Interested bidders may **submit proposals** to provide the services covered by this Request **on or before Friday, March 10, 2006, 11:15 AM EST**. Proposals received after this time and date may not be considered.

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.)
2. All information and criteria requested as part of the bid package and bid form.

Respondents are required to submit an original (**Clearly marked as "ORIGINAL"**) and seven (**7**) copies of their Proposal.

EVALUATION CRITERIA

Responses will be evaluated on the following criteria:

1. The Bidder shall be a firm with at least five (5) years of experience in the fabrication, assembly, and installation of audiovisual systems of similar

- magnitude and quality as specified for the subject job, and shall submit documentation supporting their experience as requested within twenty four (24) hours following their bid return. (Bidders are encouraged to include this information as part of the bid return; however it is not a requirement of the submission.)
2. Each Bidder shall have at least one (1) supervisory employee possessing a certificate, from either the International Communications Industries Association (ICIA) or another recognized organization or institution, providing formal training in audiovisual engineering or installation. Proof of compliance shall be required as requested within twenty four hours following the bid return. (Bidders are encouraged to include this information as part of the bid return; however it is not a requirement of the submission.)
 3. Each bidder shall have at least one (1) supervisory employee possessing a Bachelor or Master's degree in Electrical Engineering. Proof of compliance shall be required as requested within twenty four hours following the bid return. (Bidders are encouraged to include this information as part of the bid return; however it is not a requirement of the submission.). Trade school degrees are not acceptable.
 4. All employees used by the contractor to install this system must be qualified technicians who are experienced in the installation and interconnection of professional audiovisual systems. The AV Contractor shall be solely responsible for the installation of numerous millwork-related AV items and/or devices (e.g., microphones, touch panels, switches, monitors, etc.) in finished Courtroom and other spaces. This will require that a qualified millworker as delineated in the Supplementary Conditions be included in the bid. This work shall be included in the AV systems installation contract. The AV Contractor shall also be responsible for all clean-up, finishing and housekeeping duties associated with these millwork installations as delineated in the Supplementary Conditions. Pricing for these project elements must be all inclusive; no change orders will be considered in this regard.
 5. Each bidder shall maintain an adequately equipped and staffed service department and shall regularly provide service for systems similar to this complexity. This shall include an office staffed with personnel at all times, Monday through Friday, between the hours of 8:00 am and 5:00 pm. Answering services, cellular telephones, beeper numbers and call forwarding systems are also required but do not on their own meet nor comply with the intent of this specification. Contractor pricing must include four (4) preventative maintenance service calls per year (spaced at 90-day intervals) during the initial two (2) years of installed systems warranty.

Additional information on warranty and required maintenance calls is included later in this Specification document (Supplementary Conditions).

6. Each bidder shall be currently authorized by the manufacturer of the major components of the system to sell their products and initiate warranty service on the same items. Major components of the system shall include, but not be limited to, data/video projectors, video processing equipment, audio processing equipment, power amplifiers, speakers, etc. Proof of such authorization will be requested for examination during the bidding process and all bidders must be able to produce verifying documentation within twenty four (24) hours of bid opening. (Bidders are encouraged to include this information as part of the bid return; however it is not a requirement of the submission.)
7. Proof of franchise shall be in the form of a letter from the appropriate manufacturer addressed to the Owner/Architect/Consultant stating that the contractor is currently authorized to sell their products. Letters from the sales representative (rep) shall not be accepted as proof. (Bidders are encouraged to include this information as part of the bid return; however it is not a requirement of the submission.)
8. Completeness of all bidding documents including the unit costs.
9. General Information on Bidding Firm.
10. Submission on Prescribed Warranty and Service Contract Work.
11. Project References
12. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of five percent (5%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 222-6253 or on the MBE Website at www.mbe.ri.gov

SECTION 5 – EVALUATION, BIDDER SELECTION, AND BASIS OF PROJECT AWARD.

As the project award is not based on cost alone and is based on the technical ability of the bidder and the bidders' capability to deliver the project on time and within budget, the Bidder receiving the highest score shall be awarded the project.

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As such the award is based on the highest score utilizing the criteria established in the table below.

The Owner and Design Team will evaluate and score all proposals, using the following criteria and scoring values:

Criteria	Possible Points
Overall Staff Qualifications	15 Points
Technical, and Construction Administration Capability, Capacity, and Ability to Implement Project Plan	30 Points
References	10 Points
The Bidder's Ability to Deliver Project On Time	20 Points
Total Technical Score	75 Points
Cost	25 Points
Total Possible Points	100 Points

The Owner and Design Team will review all submissions. After review, one or more respondents may be invited to present to the Owner and Design Team to answer questions that allow the Owner and Design Team to determine final scoring to establish which firm will be awarded the project. As such, the Bidder shall ensure that all key team members are available during the period of March 13, 2006 to March 15, 2006 for Scope of Review meetings that will assist the Owner and Design Team in determining the final scores for each of the proposals.