



**Colorado
Legislative
Council
Staff**

Room 029 State Capitol, Denver, CO 80203-1784
(303) 866-3521 • FAX: 866-3855 • TDD: 866-3472
www.colorado.gov/lcs
E-mail: lcs.ga@state.co.us

REQUEST FOR PROPOSAL

TO: Interested Persons

FROM: Zack Wimberly, IT Manager

SUBJECT: Request for Proposals to Replace Aging Audio Infrastructure in Committee Rooms for the General Assembly.

The State of Colorado requests qualified individuals or firms to submit proposals for replacing the audio equipment with a specific model to match the existing environment and integrate new technology for A/V into a historical building. This document presents the scope, standards, objectives, and various requirements pertaining to the project in order to assist individuals or firms in the preparation of proposals. This RFP is available online at: <https://codpa-vss.hostams.com/webapp/PRDVSS1X1/AltSelfService>

PROCEDURAL SUMMARY

Issuing Office — Schedule for Submittal — Deadline

All proposals shall be submitted no later than 10:00 a.m. June 19, 2015, to:

Zack Wimberly
IT Manager
Colorado Legislative Council
200 East Colfax Avenue
State Capitol Building, Room 029
Denver, CO 80203-1784

Each proposal must contain a cover sheet signed by the respondent. Respondents mailing proposals must allow sufficient time to ensure delivery within the submittal deadline. Late, electronic, or faxed responses will not be accepted. Respondents are requested to submit three copies of their proposal in a sealed package clearly marked with the respondent's name and project title: "RFP —LSB A/V Project" Technical questions related to this RFP may be directed to Zack Wimberly at (303) 866-4740 or email zack.wimberly@state.co.us.

The tentative proposed schedule is as follows:

- | | |
|--|--|
| 1. RFP Release | Wednesday, June 3, 2015 |
| 2. Pre Bid Meeting | 9:00 am., Monday, June 8, 2015 |
| 3. Deadline for Additional Offeror Questions | 12:00 pm. Wednesday June 10, 2015 |
| 4. States Response for Offeror Questions | 9:00 am., Monday, June 15, 2015 |
| 5. Deadline to Submit Proposal | 10:00 a.m., Friday, June 19, 2015 |
| 6. Public Opening of Proposal | 11:00 a.m., Friday, June 19, 2015 |
| 7. Vendor Demonstration | 9:00 a.m., Thursday, June 25, 2015 |
| 8. Notice of Award | Monday, June 29, 2015 |
| 9. Projected Contract Start Date | Monday, July 6, 2015 |
| 10. Contract end date | No later than Friday, December 4
2015 |

Pre Bid Meeting

The pre bid meeting is an opportunity for interested parties to walk the site where work is to occur. The rooms will be under construction shortly after this meeting. The meeting will take place 9:00 am., Friday, June 8, 2015 at the Legislative Service Building located at 200 E 14th AVE Denver, CO 80203 on the first floor.

Revisions or Clarifications

In the event that it becomes necessary to revise or clarify any part of this RFP, addenda will be provided to each potential respondent who received the original RFP and any other individual who expresses interest in responding to the RFP. It is essential that respondents acknowledge all issued addenda in their submittal.

Ownership of Proposals Received

All material submitted in response to this RFP shall become the property of the Colorado General Assembly. The Colorado General Assembly reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Any requests for restrictions on the use of information contained within a response must be clearly stated in the response. Any request for restrictions must be approved by the Legislative Council Director of IT. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP.

Any proposal suggesting use of proprietary material or information must clearly identify any portions that are desired to be considered proprietary. The Director of IT shall make the final determination as to whether any part of the proposal may be completed using proprietary information or whether any information shall be considered proprietary. All respondents must describe in detail their proposed plan for the A/V project and the processes involved.

Respondent's Costs

The State of Colorado shall not be liable for any costs incurred by respondents as a result of submission of a proposal pursuant to this request.

Award of Contract

Proposals will be reviewed by stakeholders in accordance with sections 5.0 through 5.3 of this RFP. AV vendors will be provided with a list of stakeholders. The committee reserves the right to reject any or all proposals. Proposals that do not contain at least the information required by sections 4.0 through 4.6 shall be deemed nonresponsive and not receive further consideration. The contract will be awarded to the respondent whose proposal is most advantageous to the State of Colorado. Notification of a successful respondent is expected to be made by Monday June 29, 2015.

Contract

In addition to standard state contract provisions, the contract negotiated with a successful respondent shall incorporate this RFP, the successful proposal, and any additional methodological information that may be required. The contract shall also include an indemnification clause to hold the state harmless against any and all claims, damages, liability, and court awards as a result of any act by the contractor or any subcontractors. Additional liability insurance shall also be obtained by the contractor for personnel involved in the work included in the scope of the contract in accordance with the amounts set forth in this RFP.

The schedule and method of payment shall be determined pursuant to negotiations between the Director of IT and the selected respondent and shall be included in the contract. If the respondent intends to subcontract any part of its responsibilities to another individual or A/V vendor, the respondent must also identify the individual or A/V vendor and their qualifications.

Insurance

The contractor will be required to submit certificates showing the following minimum coverages prior to start of work:

Standard Workers' Compensation and Employer's Liability, including occupational disease, covering all employees in the amount required by state statutes.

Comprehensive General Liability Insurance, with minimum limits of \$1 million per occurrence and in aggregate.

Appendix

1.1 BACKGROUND

- 1.2 The Colorado General Assembly is responsible for recording and broadcasting all legislative related audio. The audio recordings are required by statute.
- 1.3 The audio recording technology has progressed in the past several years to be very stable and capable of handling the statutory requirements set forth by the General Assembly. Audio clarity for the amplified audio in rooms and the archived audio is extremely important. The audio recordings constitute permanent public records.
- 1.4 The audio upgrades to the rooms mentioned in this document are part of a master plan to fully upgrade the audio infrastructure to transport digital audio from all legislative meeting

rooms. The environment presently consists of a mix of analog and digital recording systems. The Six rooms are equipped with a DSP, and eight rooms with traditional analog audio equipment.

- 1.5 Current RFP is for upgrading the audio infrastructure in two rooms LSB-A and LSB-B in the Legislative Service Building. Both rooms connect to the same audio rack on the same floor. They will also need to have an output to the server room on the floor below.

2.1 SCOPE OF WORK

- 2.2 Methodology and schedule. The response to the RFP shall contain a plan detailing the contractor's proposed approach and schedule for completing the project within the established deadline. Any additional information regarding the plan required by the Legislative Council must be provided prior to the signing of the contract and will be incorporated into the contract. Meeting the schedule deadlines is critical to the successful fulfillment of the contract.
- 2.3 Progress reports. The contractor shall provide bi-weekly progress reports to the Legislative Council and respond promptly to questions from the Legislative Council regarding the status of equipment ordered or scheduling of work to be done. Following completion of the work, the contractor must be available to discuss any work that was done in detail and regarding any segment of the overall project.
- 2.4 Site visits. The contractor is expected to visit the job site on a weekly basis to document progress, test completed work, and sign off on any deviation from agreed work.
- 2.5 Benchmark. The contractor shall evaluate existing audio systems for the Colorado General Assembly and plan any upgrades to match systems and subsystems accordingly for a uniform environment. Site walks will be done upon request and limited site maps can be provided. A high benchmark must be set in accordance with our audio master plan and should be a factor when considering what approach to propose.
- 2.6 Equipment controls. The equipment that is installed for this project will be housed in a closet that is not accessible to the public. The IT staff will need access to basic controls for the rack room. Controls such as master room volume, volume outputs, and group volumes (witness mics versus member mics). A graphic user interface based controls option is preferred on a laptop or iPad.
- 2.7 Drawings. The General Assembly would retain any drawings or maps made of the new room builds. As-built system maps and drawings of the new system should be provided to the IT department upon completion of this project.
- 2.8 Equipment installation. The individual rooms will be torn down and rebuilt to a preconfigured arrangement. The desired configuration would involve :
 1. microphones;
 2. ceiling/wall speakers;
 3. desk speakers in a mix-minus system;
 4. touch pad technology into the member desk and/or witness table;
 5. video camera installed in the back of the room for remote testimony meetings;
 6. Aspen/ Dante DSP from Lectrosonic;
 7. press plates for xlr line and mic levels; and
 8. other technology as necessary.

Located in the room is analog on and off amplification and public record buttons, series of multiple microphones, a rack mount amplifier, a rack mount compressor, various RDL, relay and distribution amplifiers for squawk boxes in various buildings, press plates for xlr line and mic levels on each side of the room, and ceiling can speakers also reside in these rooms.

- 2.9 Comparison to previous builds. During the course of this build, the contractor must consider the results and architecture used in previous room builds. Differences in desired architecture between the previous builds and the new build should be explained in writing as part of the proposal.
- 2.10 Final proposal. The contractor should provide to the Legislative Council IT Department by June 19, 2015, a final proposal including cost of labor, installation, wiring, equipment, management, planning, programming, and miscellaneous expenses not expressed here that would affect the total cost. Costs must be expressed in dollar amounts; ratios or percentages are not acceptable.
- 2.11 Documentation. Proposals must include by line item the following:
 1. A detailed description of the project and process used in determining the build.
 2. A project scope of work to include the A/V build of LSB-A and LSB-B.
 3. A list of project coordinators who will be responsible for oversight and the primary contact for all things related to the build.
 4. A detailed description of each item of equipment that will be installed in the rooms.
 5. A delivery time line for equipment lead times and installation milestones.

3.1 SERVICE AND/OR WARRANTY OF GOODS AND SERVICES

- 3.2 Provide a description of any service and/or warranty terms on items proposed. This may include any conditions set forth by the vendor or manufacture of goods.

4.1 QUALIFICATIONS

- 4.2 Individuals or firms considered for this contract must meet the minimum qualifications described below. Individuals or firms should provide sufficient information related to these requirements to enable evaluation of their performance.
- 4.3 Experience with Aspen/Dante DSP and programming. Audio DSP tuning of large rooms and testing.
- 4.4 Video integration for remote viewing over existing IP based network. Video tuning inside large rooms and testing final solution. Video displays for presentations and web meetings.
- 4.5 The contractor must be available and committed to completing the bid and submitting the bid report to Legislative Council no later than the deadline.
- 4.6 The assigned individuals and the contractor must not have any bias or conflict of interest that would affect the outcome of the proposal. The assigned individuals or their immediate family members must not be members of the Colorado General Assembly.
- 4.7 Respondents must accept the conditions of this RFP, including but not limited to, the conditions set forth in the Procedural Summary section of this RFP.

5.1 PROPOSAL FORMAT

- 5.2 Proposals must be written and need not be limited to the points listed in this request, but may include and cover any matter the respondent believes is relevant to the consideration of the proposal. Proposals must address, at a minimum, sections 4.3 through 4.7, presented in the order listed. All information included in the proposals may be used to evaluate any component of the response.
- 5.3 Basic Proposal Information. This section must include:
 1. the name and address of the respondent;
 2. a brief description of the firm or organization (such as the date the entity was formed and how long the entity has engaged in this type of service);

3. a contact name;
 - 4 the position of the contact person;
 5. a telephone number and fax number for the contact person;
 6. an e-mail address for the contact person; and
 7. a list of recent similar projects.
- 5.4 Description of the project and the respondent's approach. This section must describe in detail the respondent's understanding of the work to be performed and the method by which the respondent proposes to complete the project. The description must be presented in an overview format and also detailed by anticipated phases of work. The proposal must also describe what involvement of state employees, if any, will be required.
- 5.5 Personnel. The proposal must identify the individuals who will be assigned to perform work on this project. This section must list their names and qualifications. The qualifications, specific expertise, and experience in related A/V installation must be provided. If the respondent intends to subcontract any part of its responsibilities to another individual or firm, the proposal must provide the same information for them.
- 5.6 Itemized project budget. This section of the proposal must include the total project cost and an itemized cost for individual components of the room builds. The itemized costs shall specifically and separately address the requirements of sections 2.4 thru 2.9.
- 5.7 References. The proposal must include a list of references of clients for whom this type of build has been provided in the past. The references provided will be considered in the evaluation of responses. The name of the client, contact name, address, telephone number, and type of organization must be provided for each client, in addition to a brief description of the service provided. Please expect these references to be contacted.

10.1 SELECTION PROCESS

- 10.2 Individuals or firms failing to meet the minimum required qualifications will not receive further consideration. The most qualified respondents will be asked to interview with the Director of IT for the Legislative Council and others.
- 10.3 Individuals or vendors selected for an interview must appear with at least one principal who will have responsibility for the project. Up to three representatives from the responding firm may be present for the interview.
- 10.4 The Director of IT will negotiate with the firm chosen as most qualified. In the event an agreement cannot be reached, the Director of IT will negotiate with the next highest ranked firm on the committee's prioritized list. The Director of IT will continue this approach until such time as an agreement is reached.

7.1 EVALUATION CRITERIA

- 7.2 Proposals will only be considered from qualified respondents demonstrating the ability to replace aging audio hardware in two rooms of a historical building. Respondents and their respective proposals will be evaluated in accordance with specific criteria, including but not limited to the following:
1. quality and clarity of the proposed project;
 2. breadth and depth of experience in the A/V industry;
 3. qualifications and availability of proposed staff;
 4. project budget; and
 5. succinctness of proposal.

8.1 INFORMATION PROVIDED TO THE CONTRACTOR

- 8.2 The Legislative Council will provide the contractor with the following:
1. the plan for the rebuild of both rooms;
 2. a map of the existing audio network;
 3. a configuration file from existing DSP's (if requested);
 4. a summary of the most recent upgrades to the environment;
 5. a site walks of working audio rooms, the closet racks, and server room; and
 6. a schedule.

9.1 REPORTS AND DOCUMENTS PROPERTY OF THE COLORADO GENERAL ASSEMBLY

- 9.2 Release of any and all information and data received is subject to the Colorado Open Records Act and the Colorado General Assembly's legislative policies related to public records and email.

10.1 SCHEDULE OF PAYMENTS

- 10.2 Payment for services will be provided according to the terms of the contract.