



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

Request for Qualifications
COVER PAGE

RFQ Number:	7010-19
RFQ Title:	<u>Request for Qualifications: Acoustical Engineering & AV Design Services for BOCC Hearing Room @ 1325 Pearl Street, Boulder Colorado, 80302</u>
RFQ Site Walk (Not mandatory)	February 14, 2019, 2:00pm
RFQ Questions Due:	February 20, 2019, 2:00pm
RFQ Submittal Due Date:	March 4, 2019, 2:00pm
Email Address:	purchasing@bouldercounty.org
Documents included in this package:	RFQ Instructions Terms and Conditions Specifications Submittal Checklist Evaluation Criteria Signature Page



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INSTRUCTIONS

1. Purpose

Boulder County Building Services (BCBS), is requesting Qualifications from Acoustic Engineering and Audio Visual (AV) Design Experts interested in designing, specifying and installing AV equipment for our Hearing room at 1325 Pearl Street, Boulder, Colorado 80302. This 1818 SF +/- conference room for 130 people is for the Boulder Office of County Commissioners (BOCC). The County Commissioners are required to record all the public hearings in this room. This space needs to be designed so visual and audio recordings are clear and understandable. Through this Request for Qualifications (RFQ) process we intend to learn more about the options available for the acoustics and AV equipment for this room and to find out who is the best vendor to help design, specify and install this equipment. We will then post a Request for Proposal that clearly identifies the design specifications.

Not only does the hearing room need to be designed for audio and visual recordings to be crystal-clear, we also need the cameras in this room to capture the presenter and presentation.

The design\ engineering firms shortlisted from the RFQ will be invited to submit a request for proposal for design services. The awarded vendor will coordinate both the acoustic design for the BOCC Hearing Room as well as the AV Design and installation for the Audio-Visual equipment for the BOCC Hearing Room.

- 2. Detailed Project history and services:** See page 7 for the project history and services required for the RFQ
- 3. Job walk:** Although the job walk is not mandatory, we *strongly recommend* that you attend as this is where most of the questions about the project are generated. If you cannot attend and would like to schedule a visit, please email: jbutler@bouldercounty.org to coordinate a separate walk

Scheduled Job walk: February 14, 2019 @ 2pm. Meet at the Information desk, first floor of the Historic County Courthouse. 1325 Pearl Street.

4. Written Inquiries

All inquiries regarding this RFQ will be submitted via email to the Boulder County Purchasing Office at purchasing@bouldercounty.org on or before 2:00 p.m. **February 20, 2019**.

RFQ Responses (Addendum): A response from the county to all inquiries will be posted and sent via email no later than **February 26, 2019**.

Do not contact any other county department or personnel with questions or for Qualifications regarding this solicitation, all questions must go through purchasing through the proper channels.

5. RFQ Submittal: Submittal Instructions

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 4, 2019**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFQ #7010-19** in the subject line.

-OR-

US Mail One (1) unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFQ #7010-19**, to the Administrative Services Qualifications Desk located at 1325 Pearl Street, Boulder, CO 80302.

All RFQs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the proposer to see that their RFQ response is received on time at the stated location(s). Any responses received after due date and time will be returned to the proposer.

The Board of County Commissioners reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

Americans with Disabilities Act (ADA): If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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TERMS AND CONDITIONS

1. Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer will furnish the Qualifications required in the Request For Qualifications.
3. The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Request For Qualifications, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of proposals without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful proposer results in a binding contract without further action by either party.
7. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposers to ensure that the proposal arrives at the Administrative Services Qualifications Desk prior to the time indicated in the "Request For Qualifications."
8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction or change of the RFQ documents will be made by Addendum. Interpretations, corrections and changes of the RFQ documents made in any other manner will not be binding, and proposer will not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
10. Confidential/Proprietary Qualifications: Proposals submitted in response to this "Request For Qualifications" and any resulting contract is subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et. seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract will

be clearly stated in the proposal itself. Confidential/proprietary Qualifications must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other Qualifications is NOT acceptable. Neither a proposal, in its entirety, nor proposal price Qualifications will be considered confidential/proprietary. Any Qualifications that will be included in any resulting contract cannot be considered confidential.**

11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Proposers are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Proposers are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage shall be applied to the bid of that bidder. Bidders may obtain additional Qualifications from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.



SPECIFICATIONS

1.0 Specifications for Request for Qualifications:

- a. List of 4-6 similar (size and function) projects the vendor has completed with references.
- b. Education and experience of the Acoustical Engineer on your team
- c. Education and experience of the Lighting designer on your team
- d. Education and experience of the AV specialist on your team
- e. List of large display options for a room of 130 +/- people
- f. List of smaller display options for officials sitting at the dias:
 - °Smaller screens in the dias itself?
 - °TV screens mounted on the walls where officials can view them?

2.0 Project History:

Preliminary Program: BCBS Architects created a preliminary design for the hearing room (Attached please see proposed and existing plans). This preliminary plan was reviewed by the Deputy to the Board of County Commissioners to meet their needs for public hearings. The deputy commissioner and BCBS Architects have (3) design criteria of this room has three major design considerations:

- 1) Appropriate Acoustic properties for hearings (Can be recorded clearly)
- 2) Appropriate AV equipment and lighting to support these hearings and
- 3) The final finishes for the hearing room will need to be professional, durable and appropriate in the historic building that was built in 1934 and is Art-Deco Style.

3.0 Proposed Schedule:

- | | |
|------------------------------------|----------------|
| ▪ Issue RFQ: | 2/8/2019 |
| ▪ Walk through of project | 2/14/2019 |
| ▪ Questions on RFQ | 2/20/2019 |
| ▪ Addendum to RFQ | 2/26/2019 |
| ▪ RFQ submission Rec'd by 2:00 PM: | 3/4/2019 |
| ▪ RFQ Award (short list): | 3/12/2019 |
| ▪ RFP sent to minimum of three (3) | 3/15/2019 |
| ▪ Vendors RFP Questions Due: | 3/22/2019 |
| ▪ RFP Addendum: | 3/27/2019 |
| ▪ RFP Submission: | 4/4/2019 |
| ▪ RFP Award | 4/11/2019 |
| ▪ Design of BOCC hearing room | June-Sept 2019 |
| ▪ Expected Construction | 2020 |

The above dates are subject to change by BCBS at their discretion.

4.0 Professional Services needed for BOCC Hearing room:

- 1) **Acoustic Engineering:** Room must have the best possible acoustic properties possible. Preference is towards keeping the coffered drywall ceiling and removing all existing wall panels.
- 2) **AV design, installation and testing:** Audio Visual equipment for this hearing room, including but not limited to: Displays, Cameras, recording devices and speakers, podium and projection screen for presentations for an audience of 130+/- people. Boulder County needs the AV equipment to be tested after installation. We would like to know all the warranty and service options for AV equipment.
- 3) **Lighting design:** Light levels in the room need to be adjustable for the function: Display for this type of room
- 4) **Finish Selection:** Boulder County is looking for durable and appropriate wall finishes for the Hearing room. The finishes for this room will be vetted and approved by BCBS architects, BOCC Deputy to the Commissioners, BCBS Facilities Manager and BCBS custodial manager.
- 5) **Specifications & Bidding services** (contracting) the development of Specifications for the construction of this hearing room and bidding services for this work will be part of the scope of work. All finishes must be durable, professional and appropriate for the building.
- 6) **Other** We acknowledge that we don't know what we don't know and hope to learn what other aspects of these types of rooms.

5.0 Supplemental Information:

Please note: Boulder County has low and high voltage electrical teams that do most of the back end electrical work for our buildings. We fully expect that our electrical teams will coordinate the electrical engineering for the permits and will provide all the wiring needed for the equipment. We will also provide a 'T-Coil' loop in the floor for hearing aids, this is a standard feature in all of our public-facing rooms.

Design challenges: The current layout of the BOCC Hearing Room has several known problems. Currently the Commissioners and Elected Officials sit at a Diaz that is on the North side of the room with 6 tall windows behind them. The blinds for these windows are often closed so that light levels on the people at the Diaz is not washed out by the bright silo effect from the windows behind. Currently the projector for presentations is in the center of the space and projects to a screen on the West Wall. This means that everyone in the room look sideways to see the presentation. Another problem with the room layout is that the commissioners do not have a secure pathway out of the room without walking through or near the edge of the crowds that congregate in the room. The ceiling in this space is roughly

16' above the finish floor and has an intricate coffered design to the drywall. Our preference is to keep the ceiling as-is, but we are willing to look at other ceiling options. The Building is a 1934 Art Deco building our intent is to design a solution that is appropriate for this architectural style. Currently the walls of the room have acoustic wall panels as a finish. These wall panels are worn and dated, we expect to replace these wall panels with something more durable and appropriate for the style.

Preliminary Design Concepts: By rotating the Diaz and chairs facing the Diaz we are proposing that the projector screen is behind the Commissioners and Elected officials. This means that at the Diaz, we will have to have screens for the 12 seats we are proposing. Another solution would be to have large monitors on the side walls that are projecting the same image that is being presented on the large screen. A third option is a combination of both mini screens in the Diaz and large monitors on the wall.

Acoustical Engineering Services to be detailed in RFP: Acoustical Engineering design services shall include the following: Review of existing conditions, (3) design proposals with a range of costs, specifications for submittal and approval.

AV Design: (3) options with a range of costs for AV equipment will be considered.

Bidding Services: Boulder County has in-house electrical and construction services. We would like assistance in putting together specifications for this project and with bidding selection for the approved vendors for AV equipment, blinds and acoustic wall panel systems.

Evaluating RFQ Submittals: A team composed of employees from: BCBS will be evaluating the submittals with IT and the Deputy Commissioner. Evaluation criteria will be used to find the team that can best meet the design determinates our functional needs, timeline and design standards for this project.

6.0 Consultant's Design Team:

It is anticipated that all consultants and engineers will be retained and managed by the awarded vendor. (Acoustic Engineer, AV specialist and Bidding specialist may be different consultants managed by the awarded vendor)

Per section 2 of the RFQ Instructions:

All inquiries regarding this RFQ shall be submitted via e-mail to the Boulder County Purchasing Office at purchasing@bouldercounty.org.



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SUBMITTAL SECTION

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the PROPOSAL. Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Request for Qualifications (RFQ) may be cause for rejection of the PROPOSAL.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE: Proposer will check each box indicating compliance:

INCLUDED	ITEM
	Name of your company / organization
	Type of organization (Corporation, Partnership, etc.)
	Address
	Name and Address of the Partners and Subcontractors if applicable
	Contact Person(s)
	Telephone, fax, and email
	(1) Letter of Interest
	(2) Local Organization
	(3) Similar Project Experience
	(4) Special Resources
	(5) Financial Qualifications
	(6) Litigation History
	(7) Additional Relevant Qualifications
	(8) Submit three references for similar projects your company has completed within the last three years and contact Qualifications
	Proposed team and their relevant experience
	Insurance Certificate
	W-9
	Signature Page
	Addendum Acknowledgement(s) (If Applicable)

The following Qualifications (numbered) expands on the corresponding items above:

(1) Letter of Interest

Provide a letter confirming your organization’s interest in providing architectural services for the Project. Include the name, address, phone numbers, email and any other contact Qualifications for the person who will act as your primary contact during the proposal

process. This letter should concisely explain the structure of your team, including an overview of the management structure of the organization including the names, roles and relationships of the key members of your management team. Individuals presented are expected to work on the project through its completion.

(2) Local Organization

Please provide a brief overview of your firm's Colorado operations. Indicate the number of permanent employees in your local office, name of the most senior local manager, address and phone number of the local office, number of years in Colorado and significant projects. Our project meetings will be in Boulder County meeting spaces in Boulder, Colorado. Experience with City of Boulder permitting and site review process is preferred.

(3) Similar Project Experience

Please provide an overview of your organization's experience working in similar public-facing rooms with similar lighting, acoustics, AV and recording requirements. Cite three or four similar size and type of projects:

- a. An example of experience with public hearing rooms
- b. Examples similar successful designs that are relevant to this project and/or any unique project challenges you want to highlight
- c. Owner name and contact Qualifications including email address
- d. Proposed team and their relevant experience

(4) Special Resources

A description of any special resources or capabilities your firm could employ on the Project that would enhance the value your organization would bring to the Project. Boulder County has a strong commitment to sustainability and energy modeling of the building envelope and systems will be a required to maximize energy efficiency; however LEED Certification will not be a requirement of the project. BCBS is committed to maintaining up-to-date Revit models of our facilities. Experience and capacity to complete a Revit model of this facility is encouraged.

(5) Financial (2 pages maximum)

Qualifications on your organizations financial position including:

- a. Annual volume for each of the last five years.
- b. Bonding capacity.
- c. Name and contact Qualifications for your organization's surety;
- d. Description of the insurance coverages your organization could provide;
- e. Name of your insurance carriers;

In addition to the above, the Owner may require audited financial statements as part of the evaluation of the submission.

(6) Litigation History

A list of all lawsuits and claims your organization is currently involved in or has been party to in the last five (5) years. Briefly describe the nature of each action and its disposition or current status.

(7) Additional Relevant Qualifications

Please add any additional Qualifications you feel may be relative. This may include LEED expertise, working on sites with 24/7 operations, demolition and shoring expertise, 'fitting into' existing campus of buildings, etc.

RFQ and RFP Selection Process

Each RFQ submission will be independently reviewed by a team made up of Boulder County staff members. The evaluation team will analyze each firm's Qualifications, professional content, fiscal strength and experience with similar projects and working with the City of Boulder permitting process. Boulder County will select at least three firms who will be invited to respond to a formal RFP process shortly after RFQ short list.

During the RFP process, Boulder County will request break out pricing; including fees associated with each phase of the design, permitting and construction process and consultant fees. We will also be looking at experience with cost estimating and energy modeling during the RFP selection. There will be a formal interview with your Design Team.

Contract

A sample of our standard contract will be attached to the RFP when that is issued.



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EVALUATION CRITERIA

The proposals will be reviewed by a selection committee. The committee may request additional Qualifications from vendors or request interviews with one or more vendors. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- Qualifications and experience of team/ vendor
- Ability of the vendor to provide quality and timely products and services
- Reference checks and performance of past projects
- Experience relevant to criteria/ Design Team qualifications
- Any other relevant and appropriate factors as determined by the county

A scoring matrix with the order and priority of criteria to be used by the county in its evaluation and selection process is shown below:

Review Criteria:

Item	%	Criteria
1	20%	Acoustical Engineering experience - examples of successful projects
2	20%	AV Design experience- examples of successful projects
3	20%	Lighting Design experience- examples of successful projects
4	15%	Finish options w/ acoustic properties
5	15%	Specifications and Bidding Services
6	10%	Other



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SIGNATURE PAGE

Contact Qualifications	Response
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name, Title, and Email Address of Person Authorized to Contract with Boulder County	
Company Address	
Company Phone Number	
Company Website	

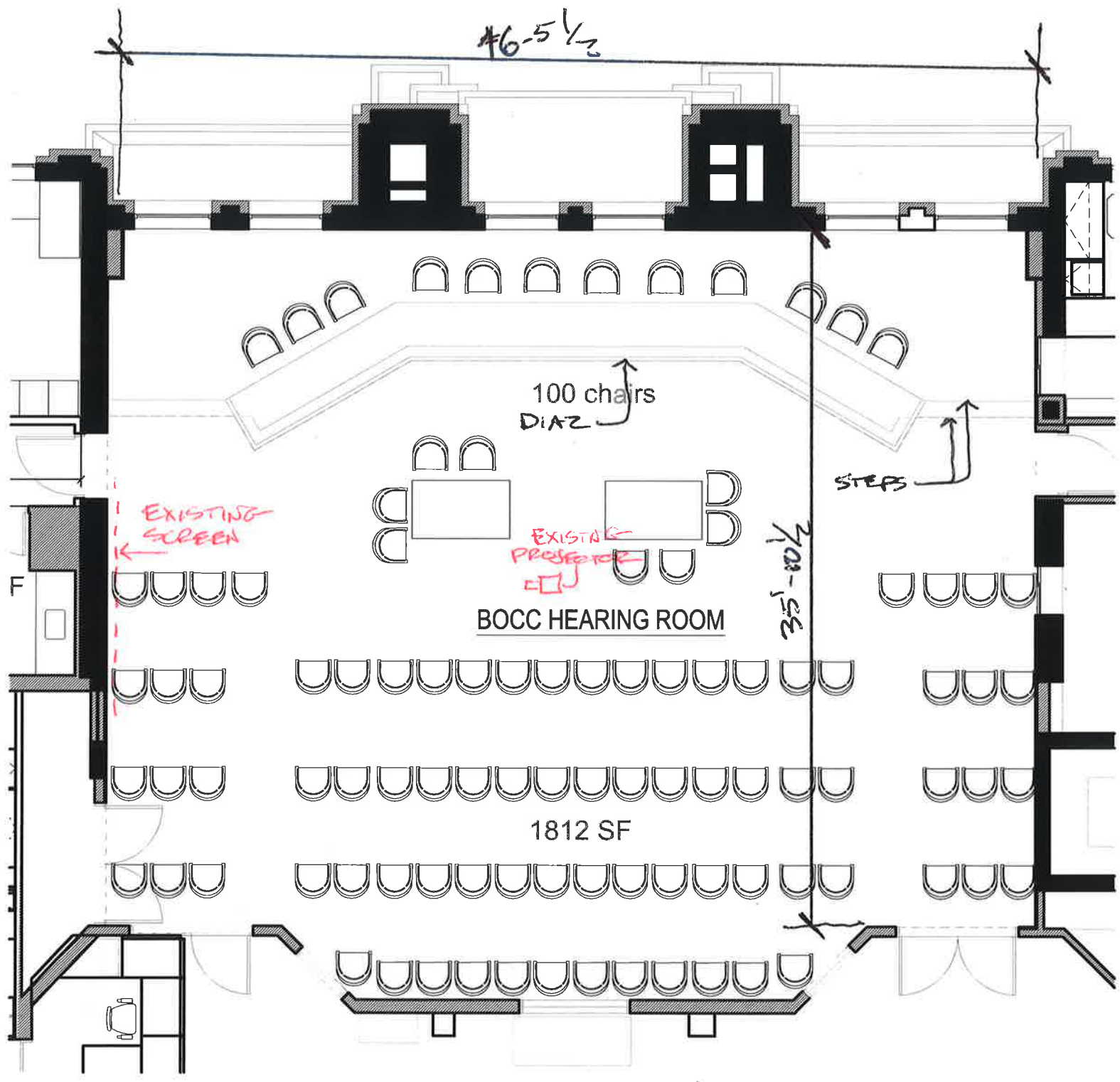
By signing below I certify that:

- I am authorized to bid on my company's behalf.
- I am not currently an employee of Boulder County.
- None of my employees or agents is currently an employee of Boulder County.
- I am not related to any Boulder County employee or Elected Official.
- (Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

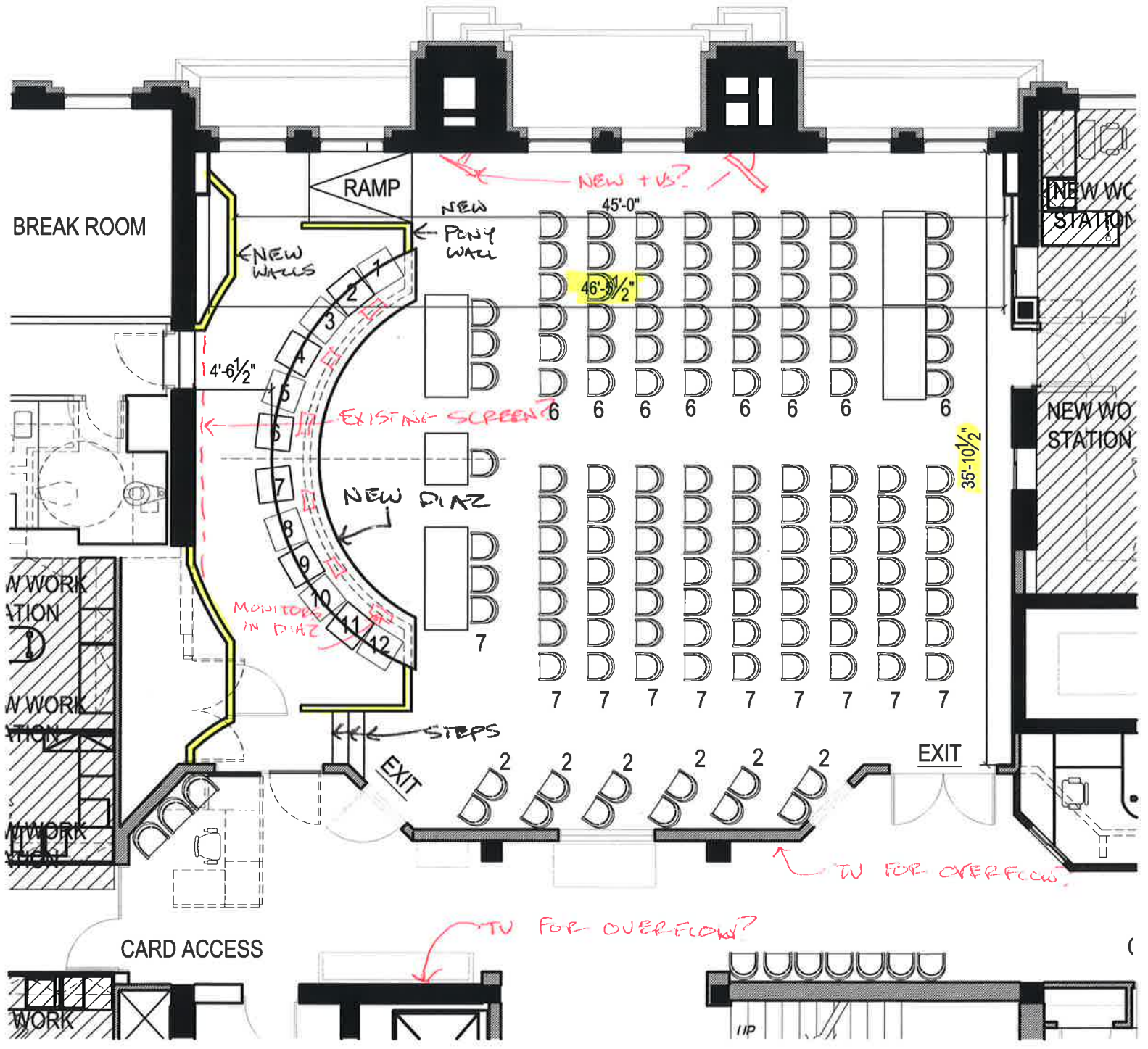
**Signature of Person Authorized to Bid on
Company's Behalf**

Date

Note: If you cannot certify the above statements, please explain in a statement of explanation.



EXISTING PLAN 2019



PROPOSED PLAN (2020)







3:15



EXIT









