



RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

9211 FOREST HILL AVENUE, SUITE 200
RICHMOND, VIRGINIA 23235
(804) 323-2033

Request for Proposals RRPDC RFP #17-4 Audio Equipment Upgrades

Submission Deadline:

Thursday, April 13, before 4:30 p.m.

Anticipated RFP Schedule:

Request for Proposal issued:	Wednesday, March 29
Tour of boardroom and existing system	Scheduled upon request
Deadline for proposals to be delivered by:	Thursday, April 13, before 4:30 p.m.

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1. Introduction

1.1. Invitation

The Richmond Regional Planning District Commission (RRPDC) invites all qualified offerors to submit a proposal for the design and implementation of an audio system for the Commission's boardroom located in their offices at 9211 Forest Hill Ave., Suite 200, Richmond, Virginia 23235.

This solicitation is released with the expectation of identifying a contractor to execute the audio system upgrade described herein. Solicitation of this RFP is not binding. RRPDC reserves the right to postpone or cancel this project based on review of the quality of and costs identified by the proposals received.

1.2. Client introduction

The RRPDC is an intergovernmental agency that facilitates collaboration among the nine local jurisdictions in the Richmond region. The RRPDC provides planning assistance, regional transportation planning and programming, and demographic, economic, and geographic information services. Under contract, the RRPDC also provides staffing services for separate regional organizations.

The RRPDC board is comprised of elected officials and citizens who address mutual problems and develop solutions for the local governments which benefit from intergovernmental cooperation. Additional information including the RRPDC's Charter and Bylaws is available at www.richmondregional.org, or by contacting the organization directly at the address included in this solicitation.

1.3. Questions

Questions concerning this solicitation should be directed to Mr. Chuck Gates, Deputy Executive Director, at (804) 323-2033 or [rrpdc @ richmondregional.org](mailto:rrpdc@richmondregional.org).

1.4. Proposal format and deadline

Proposals should be submitted in PDF format (letter, legal, or tabloid sizes preferred) via electronic mail addressed to [rrpdc @ richmondregional.org](mailto:rrpdc@richmondregional.org). E-mailed proposals should include "RFP #17-4" and the name of the offering firm in the subject line.

All information received in response to this request that is marked Proprietary will be handled accordingly. Responses to the Request will not be returned.

Failure to comply with the requirements outlined herein may cause a rejection of the proposal. The RRPDC reserves the right to reject any or all proposals submitted and to make an award where it appears to be in the best interest of the RRPDC.

Proposals will be accepted before 4:30 p.m., local time prevailing, on Thursday, April 13. Any proposal received after that time will not be considered.

2. Project Description

2.1. Purpose and Vision

The purpose of this project is to upgrade the audio capabilities in the boardroom at the offices of the RRPDC. The vision of the project is an audio system that facilitates and enhances interaction, discussion, and collaboration among meeting participants and greater accessibility for the public.

2.2. Project Goals

Successful completion of this project will expand the capabilities of the boardroom to host meetings where:

- attendees experience clear and consistent audio support during meetings;
- speakers are clearly heard by all attendees in the room;
- staff members create high-quality, digital, audio recordings of meetings; and
- staff members use software technology to transcribe the audio recordings for drafting minutes.

2.3. Project Deliverables

The contractor identified by this solicitation shall complete or deliver the following products:

- a digital audio system that accomplishes the purpose, vision, and goals outlined above;
- a training meeting on the use of the system;
- a recommendation of voice transcription software that can be used to assist in the preparation of meeting minutes; and
- a detailed itemization and billing of all costs associated with equipment, supplies, and services.

2.4. Project Services

The selected contractor will be expected to provide the following services specific to this project:

- acquire and install all proposed equipment;
- coordinate or participate in all necessary site preparation tasks;
- coordinate and schedule with the named RRPDC point of contact to minimize interruptions to normal office and meeting activity;
- test, maintain, and troubleshoot the system for the first six months after installation;
- train key RRPDC staff members on the use of the system; and
- remove and dispose of existing equipment at the discretion of RRPDC and at no cost to RRPDC.

Throughout the project, the contractor will also be expected to use their expertise and knowledge to do more than simply execute the vision and directives outlined by the RRPDC's project manager. The contractor will be expected to offer its counsel and guidance, and even to express concerns when necessary, to achieve the RRPDC's vision and goals for this project.

3. Existing system information

3.1. Boardroom

The boardroom of the RRPDC (photos and floor plan included as exhibits):

- measures 64 feet long by 24 feet wide;
- has a 9-foot drop ceiling with acoustic ceiling tiles, fluorescent light fixtures, and two skylights;
- accommodates a large, somewhat-rectangular conference table that is composed of 14 geometric sections and seats 30 attendees;
- includes a seating area in the rear of the room that accommodates an audience of 20 people plus an additional 8 seats along a side wall.

3.2. Existing audio system

The boardroom of the RRPDC currently uses an analog audio system with:

- 14 handheld microphones on tabletop stands located around the conference table;
- speaker's podium at front of the room has stem microphone, panel to control audio-visual components, and a confidence monitor;
- 6 ceiling speakers located near the ceiling and throughout the room;
- recording capabilities using cassette tape;
- connection to existing computer to amplify audio output from videos and presentations through the audio system's speakers;
- an equipment rack located in adjacent room for major hardware components; and
- integration with existing analog phone system to allow use of the system's microphones and speakers to place telephone calls and join conference calls hosted by others.

3.3. Existing audio recording workflow

Many of the meetings held in the boardroom are recorded, so that a member of the staff may transcribe the meeting and create accurate meeting minutes. Currently, the recording is made on cassette tape and staff use a cassette player to listen while transcribing.

4. Audio System Requirements

4.1. Meeting Amplification Requirements

The new audio system should accommodate the following audio amplification needs for meetings conducted in the RRPDC boardroom:

- microphones (hardwire or wireless) to capture and project audio from attendees and speakers;
- ceiling speakers to amplify and project audio spoken by presenters and meeting participants, as well as that which is presented or input through the computer (existing);
- capacity to conference in remote speakers, guests, and board members using the existing computer;
- capacity to connect out to conference calls using the existing phone lines;
- support dynamic configuration of tables and chairs within the room; and
- centralized control of audio volume through both a remote control and podium control panel.

4.2. Meeting Recording Requirements

The new audio system should accommodate the following digital recording needs for recording, archiving, and transcribing meetings conducted in the RRPDC boardroom:

- record spoken audio from presenters and meeting participants;
- record audio output from the existing computer (such as presentations, videos, conference calls);
- provide recording files in a format easily posted online for streaming or archiving (contractor will not be responsible for the hardware, programming, or other requirements necessary for digital storage or web posting); and
- support the saving of audio files to existing RRPDC data network through both hardwire and wireless connection.

4.3. Recording Transcription Recommendation

The contractor shall provide a recommendation of voice transcription software that can be used to assist in the preparation of meeting minutes.

(The contractor will not be required to procure or install such software. The deliverable expected by this requirement is a simple recommendation of software that is compatible with the audio system installed by the contractor, and which the RRPDC may choose to purchase and install on its own.)

5. Available Resources

5.1. RRPDC Project Manager

RRPDC Deputy Executive Director Chuck Gates will serve as the Project Manager for the audio system upgrade. With assistance from the Executive Director and other staff, the Project Manager will work with the consultant during all phases of the project to develop a refined implementation plan.

The Project Manager will be the primary point of contact and is responsible for notification and scheduling with other staff and stakeholders. The Project Manager will monitor the budget and schedule and act as the liaison between the consultant and the RRPDC.

The extent and character of the services to be performed by the contractor are subject to the general control and approval of the RRPDC Project Manager or his authorized representative(s). The firm should not act upon requests and/or orders issued by any person other than the RRPDC Executive Director or RRPDC Project Manager or their authorized representative(s) acting within their authority for the RRPDC.

6. Proposal Submissions

Proposals should demonstrate that the offeror understands the intent and scope of this project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed. The following content will be expected of all submissions.

6.1. Introduction and Qualifications

Introduction to offeror

- Offeror's legal name & address (headquarters). Type of ownership, and name and location of parent company and subsidiaries, if any.
- General overview of offeror firm.
- Primary contact, title, phone, and e-mail address. Secondary contact, title, phone, and e-mail address.
- Offeror's normal hours of operation and the availability and responsiveness of technical support staff.

Offeror Qualifications:

- Description of the offeror's primary areas of technical expertise.
- Description of the offeror's general qualifications, including demonstrated experience creating successful outcomes with similar types of contracts.
- Number of employees of the offeror; part-time employees and contractors.

Qualifications of Key Staff:

- Description of the project team that will design and implement the proposed solution.
- Introduction of the key individuals to be assigned to this project, description of their proposed roles and responsibilities, and professional profiles or resumes outlining their relevant experience.

Project Management:

- Description of the offeror's project management structure and process, including how project status, budget burn, and project health will be communicated.
- Description of the offeror's approach to quality assurance (QA) and quality control (QC).
- Description of the offeror's change control and escalation process.

References to Relevant Work

- Contact information for three (3) clients (names, phone numbers, and e-mail addresses) for whom the offeror performed services similar to those outlined in this solicitation.

6.2. Scope of Work

This section should provide a detailed description of the offeror's approach to this project, specifically addressing the purpose, vision, and goals described in Section 2 and the system requirements described in Section 4 above.

6.2.1. Project Plan

- Project timeline for the completing the entire scope of work, from discovery meetings with staff, through design, component acquisition, testing, and implementation.
- Description of the offeror's preferred billing process, including any milestones and terms, and whether you work on a time and materials, fixed price, or fixed budget basis.

6.2.2. Technical Elements

Testing, Training and Implementation

- Description of the proposed installation process & testing methodology.
- Description of the offeror's experience with audio system performance optimization.
- Description of the offeror's approach to testing enhancements and customizations.

Support

- Description of the offeror's proposed transition to support after implementation.
- Description of training program offeror provides for customers.

6.2.3. Non-binding costs estimates

The proposal should include preferred-customer, non-binding cost estimates. Offerors may present the cost estimates as general categories, but should at a minimum include:

- equipment;
- installation and programming;
- cabling, adaptors, equipment rack, and miscellaneous hardware; and
- any other fees, licenses, or subscriptions.

Proposals may also include or describe services that are (a) indicated as optional herein; (b) indicated for future consideration herein; and/or (c) not clearly mentioned in the description above, but which the offeror believes RRPDC should consider to achieve the project's vision, goals, or objectives. However, those additional services should be clearly identified with individualized non-binding cost estimates for each.

As a public agency established by the Commonwealth of Virginia, the RRPDC is subject to the Virginia Freedom of Information Act (see *Code of Virginia* § 2.2-3700 et seq.). However, the RRPDC shall not disclose cost estimates submitted by an offeror relating to this proposed procurement transaction (see *Code of Virginia* § 2.2-4342B).

6.3. Acknowledgements

The offeror must provide a statement confirming that the offeror has the available capacity within its current personnel and workload to complete this scope of work within the proposed timeframe.

The offeror shall provide a statement noting any conflicts of interest that may exist with other clients or projects currently underway.

6.4. Submission Terms and Conditions

Modification of, or additions to, the following Terms and Conditions of the solicitation may be cause for rejection of the proposal. However, the RRPDC reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

6.4.1. No commitment to make award

The RRPDC reserves the right to dismiss any proposal for any reason, to waive any formality and any technicalities, or to cancel this RFP in part or in its entirety if it is in the best interests of the RRPDC. This request for proposals in no way obligates the RRPDC to award a contract.

6.4.2. Ownership of response material

All material submitted regarding this RFP becomes the property of the RRPDC and will only be returned to the offeror at the RRPDC's option. The RRPDC has the right to use any or all ideas presented in reply to this RFP. Disqualification of offeror does not eliminate this right.

6.4.3. No reimbursement for proposals

Reimbursement will not be made for costs incurred prior to a formal award. The proposal must be comprehensive and specify how the firm would complete all of the elements of the scope identified herein.

7. Questions and Pre-Proposal Conference

7.1. Changes Only by Addendum

Any revisions to the solicitation will be made only by addendum posted by the RRPDC online at <http://www.richmondregional.org/RFP>.

7.2. Questions

All questions and communications regarding this Request for Proposal should be directed to Mr. Chuck Gates, Deputy Executive Director, at (804) 323-2033 or [rrpdc @ richmondregional.org](mailto:rrpdc@richmondregional.org).

7.3. Pre-Proposal Site Visits

Prospective offerors are welcome to (but not required to) visit the RRPDC offices to see the boardroom and learn more about the existing system prior to submitting a proposal. Requests to schedule a visit should be directed to Mr. Chuck Gates of Ms. Julie Fry at (804) 323-2033 or [rrpdc @ richmondregional.org](mailto:rrpdc@richmondregional.org).

Prospective offerors visiting the RRPDC offices shall not use the time to present their proposal or to promote their qualifications. As a public agency subject to the *Virginia Public Procurement Act* (see *Code of Virginia* § 2.2-4300 et seq.), the RRPDC makes every effort to limit persuasive interactions with prospective offerors prior to reviewing submitted proposals.

8. Evaluation, Interviews, and Award

8.1. Evaluation and Basis for Award

The RRPDC's decision to select an offeror with whom to contract will be based upon the following criteria, plus any other relevant factors that would further demonstrate an offeror's qualifications:

- completeness of proposal;
- timeliness and meeting deadlines;
- experience of offeror and proposed personnel in providing similar services;
- successful implementation of similar projects by the offeror;
- a clear ability to deliver within the project timeline outlined;
- ability to deliver the project within the prescribed budget;
- costs; and
- value.

8.2. Short List and Interviews

The RRPDC may at its option interview any one or more offerors (in person, by phone or webinar). Should the RRPDC choose to conduct interviews, the finalist offerors will be invited to present their concept, explain why they should be given the contract, and ask additional questions of the Project Manager and other representatives of the RRPDC. The RRPDC may require specific additional information from those offerors chosen for interviews.

8.3. Negotiations

Upon selection, the RRPDC will negotiate and execute a contract with the successful candidate. The cost and scope of the services will be negotiated and a timeline identified. Should the RRPDC and the negotiating offeror be unable to agree to mutually-satisfactory terms, the RRPDC may choose to terminate negotiations to select another offeror under this solicitation.

8.4. Award Terms and Conditions

8.4.1. Protest

Any offeror who desires to protest the award of a contract shall submit such protest in writing to the RRPDC no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the RRPDC's Internet site.

8.4.2. Timeliness of offer to contract

The prevailing offeror shall, within fifteen (15) calendar days after prescribed documents are presented for signature, execute and deliver to the RRPDC Project Manager the contract forms and any other forms or documentation required by this solicitation.

8.4.3. Qualifications of offerors

The RRPDC may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services and furnish the deliverables. The offeror shall furnish to the RRPDC all such information and data for this purpose as may be requested. The RRPDC reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The RRPDC further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the RRPDC that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

9. Contract Terms and Conditions

The following terms and conditions are demonstrative of those the RRPDC includes in its contracts with third-party contractors. Once the RRPDC selects the preferred candidate, both parties may negotiate the terms and conditions to include in the execution of the contract. Requests for changes to these demonstrative terms and conditions need not be included in any proposals submitted during the solicitation period.

9.1.1. Assignability and Subcontracting

Any contract resulting from this RFP is not assignable without the prior written consent of the RRPDC.

No portion of the work shall be subcontracted without prior written consent of the RRPDC. If the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish to the RRPDC the names, qualifications, and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

9.1.2. Changes in Scope or Contract

After the original contract has been signed, the RRPDC must be contacted prior to any change of scope in the work to be performed that is expected to result in an increase of cost in excess of quoted fees, prior to commencement of the work. An agreed change of scope in the work to be performed shall be documented as a written change order, be accepted by all parties, and made a part of the original contract by addendum.

9.2. Termination

Subject to the provisions below, the contract may be terminated by the RRPDC upon forty-five (45) days advance written notice to the contractor for convenience; however, if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the RRPDC until said work or services are completed and accepted.

- By mutual agreement of the parties, in writing and signed by the parties.
- *Termination for Convenience:* If this contract is terminated or canceled upon request and for the convenience of the RRPDC, without the required forty-five (45) days advance written notice, the contractor shall be paid only for work performed up until termination.
- *Termination for Cause:* The RRPDC may terminate this contract for cause, default, or negligence on the part of the contractor at any time. Termination by the RRPDC for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision (b) hereinabove; termination cost, if any, shall not apply. The forty-five (45) days advance notice requirement is waived in the event of Termination for Cause.
- *Termination Due to Unavailability of Funds in Succeeding Fiscal Years:* If funds are not appropriated or otherwise made available to support continuation of the performance of this contract in a subsequent fiscal year, then the contract shall be canceled.

9.3. Certifications by Vendor

9.3.1. Insurance Coverage

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the applicable insurance coverage at the time the contract is awarded and will furnish to the RRPDC a certificate of insurance for general liability and workman's compensation coverage.

9.3.2. Audit

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

9.4. General Terms and Conditions

9.4.1. Independent Contractor

The offeror shall be an independent contractor and shall not be an employee of the RRPDC or its member jurisdictions.

9.5. Legal Terms and Conditions

9.5.1. Performance of Legal Obligations

The offeror agrees and covenants that its agents and employees shall comply with all City, State, and Federal laws, rules and regulations applicable to the business to be conducted under the contract. The offeror agrees and covenants that it shall register with the appropriate City, State, and Federal agencies, departments, commissions, and other oversight entities. The offeror agrees and covenants that it shall possess or obtain the appropriate certifications, licenses, and permits to render the services to which they are contracted by the RRPDC.

9.5.2. Applicable Laws and Courts

This solicitation and any resulting contract shall be performed in the City of Richmond, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute or litigation arising out of this solicitation and any resulting contract shall be brought in the courts of the City of Richmond, Virginia. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

9.5.3. Debarment Status

By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

9.6. Non-Discrimination

9.6.1. Nondiscrimination of contractors

A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state or federal law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest.

9.6.2. Employment Discrimination Prohibited

By submitting a proposal, the offeror certifies they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA).

9.6.3. Minority/Women-owned Businesses Subcontracting and Reporting

Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the RRPDC and/or from the Virginia Department of General Services' Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

9.6.4. EOE

The RRPDC does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.