

Request for Proposal

TITLE: AUDIOVISUAL SERVICES

RFP # JBCP AND REFM-2016-12-JP

The Judicial Council of California seeks to select qualified firms to provide audiovisual services for the Judicial Branch's Capital Program (JBCP) and Office of Real-estate Facility Management (REFM), which provides construction services for new and existing facilities throughout the State of California.

**PROPOSAL DUE DATE: 2 PM PACIFIC TIME
ON MARCH 10, 2017**



**JUDICIAL COUNCIL
OF CALIFORNIA**

ADMINISTRATIVE DIVISION
REAL ESTATE AND FACILITIES MANAGEMENT



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ATTACHMENT 1 - Standard Master Agreement

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ATTACHMENT 5 - Darfur Certification Form

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ATTACHMENT 7 - DVBE Participation Form

ATTACHMENT 8 - Bidder’s Declaration

ATTACHMENT 9 - Form for Submission of Questions

ATTACHMENT 10 – Check Region and Services Form

ATTACHMENT 11 – JCC Regional Office Locations (Map)

1. BACKGROUND INFORMATION

- i. The Judicial Branch of California is part of California state government, independent from the executive and legislative branches, and includes the Superior and Appellate Courts of California, including the Supreme Court. A part of the Judicial Branch is the Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California that provides staff support to all Appellate and Superior Courts. The Judicial Council is responsible for the planning, design, construction, real estate and asset management of facilities for the court system of California. The Judicial Council is issuing this Request for Proposal (RFP) to identify several qualified audiovisual services providers, either state-wide or within a region, for existing or new proposed facilities projects.
- ii. The intention of this RFP is to broadly describe the scope of requirements for the work that Judicial Council of California anticipates will be performed as a result of this procurement. The submittal responding to this RFP shall indicate the services that a responding company is qualified to perform and proposes to perform. Based on the responses to this RFP, Judicial Council of California plans to select service providers qualified to provide specific portions or all of the scope of services described in this RFP and negotiate Master Agreements with the selected service providers. Judicial Council of California expects the duration of the Master Agreements to be three years, and Judicial Council of California expects to include options for two mutually agreed one-year extensions of the Master Agreement.
- iii. Judicial Council of California will request master agreement-holding audiovisual service providers to submit proposals as project arise. Judicial Council of California will evaluate the proposals submitted by the master agreement holding audiovisual service providers and evaluate each proposer’s cost data, proposed plan of work and schedule, and proposer’s record of performance. Judicial Council of California will then select a service provider for the project.
- iv. The Judicial Council of California does not guarantee the amount or duration of work or number of Work Authorizations that may be given to service providers awarded Master Agreements. Judicial Council of California will assign work at our own discretion.
- v. All audiovisual services work that will be done as a result of this RFP shall be in accordance with the requirements expressed in this document and with the Judicial Council of California Master Agreement applicable to the work, which includes compliance with all currently applicable local, State, and federal codes and regulations.

2. DESCRIPTION OF SERVICES AND DELIVERABLES

2.1. Judicial Council of California seeks the services of persons or entities with expertise in audiovisual services including but not limited to development consulting, software programming and construction. Issuing this RFP is to identify and contract with several qualified audiovisual service providers either state wide and/or within specific regions of the State of California. The selected companies are to provide a range of traditional audiovisual services, equipment and expertise for new or existing California Court facilities and any other facility related projects as required. This scope of work for audiovisual services is defined in 3 categories: Consultant, Contractor and Programmer. Important: Bidders have the option to send their submittals to qualify for 1, 2 or all 3 of these categories. Please identify which of these categories you'll be submitting to in your responses and reference "**Attachment 10**" Check Region and Services Form Judicial Council of California Regional Office Locations. (Map is Attachment 11)

2.2. Key Services

- i. Provide (furnish and install) audiovisual systems
- ii. Design audiovisual systems
- iii. Program audiovisual systems

2.3. Consultant Scope

Design new or upgraded audiovisual systems for the Judicial Council of California.

- i. Site visits to determine the scope of the projects.
- ii. Formulate a plan of action together with the stakeholders.
- iii. As the design evolves, continue to communicate with the stakeholders to keep them apprised of the progress and report updates.
- iv. Determine which portion of the work can be done by an audiovisual contractor, approved 3rd party contractor, or general contractor.
- v. Determine what equipment needs to be replaced and what can be re-used.
- vi. Make drawings and write specifications for all assigned work.
- vii. Provide project budget estimates.

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- viii. Prepare a bid package that meets the requirements of the Judicial Council of California.
- ix. Evaluate the bids and advise which contractor(s) are most qualified to perform the work.
- x. Evaluate change orders for both financial, technical and functional issues, in cases where unforeseen issues are discovered during installation or construction.
- xi. Perform a punch list at project completion.
- xii. If required do a post-completion evaluation to confirm that systems are operating per design.
- xiii. Consultant may **NOT** bid on any work they have recommended.
(No Follow On)

2.4 Consultant Qualifications Submittal

The submittal will be judged based on the following criteria:

- i. Excellent communication, organizational, and people skills.
- ii. A minimum of 5 years professional experience working as an audiovisual engineer or audiovisual consultant designing complex commercial audiovisual systems. This includes experience in the design, installation, integration, and support of audiovisual, teleconferencing, videoconferencing, cable/satellite television and control system software, hardware and infrastructure.
- iii. Knowledge of network infrastructure as it relates to the control and interface of audiovisual systems.
- iv. Ability to read, evaluate and critique architectural, electrical, network and audiovisual drawings.
- v. A documentable track record of keeping abreast of new technologies as they relate to commercial audiovisual systems.
- vi. Ability to prepare clear and concise written documents.
- vii. Proficient in using Microsoft Word and Excel.

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- viii. A minimum of Certified Technology Specialist (CTS) credential from Infocomm International.
- ix. A minimum of an associate college degree in a technical field.

2.5 Contractor Qualifications Submittal

This submittal must justify, in the judgment of the Judicial Council of California, that the bidding contractor has the capability to manage and install a project of the expected size and complexity. It also must have the staff resources, financial backing and the necessary business and technical expertise to complete this installation and the subsequent warranty service in a timely manner. A bidder may be disqualified if the information in this submittal does not meet these and the following requirements. The qualifications submittal will be rejected if it does not address each of the following requirements individually.

- i. The audiovisual contractor's core business must be the engineering, installation, configuration and service of commercial audio visual systems and has been in this business in its current geographical location for more than 5 years.
- ii. Indicate if the bidder desires to work in a specific region of California, or will work statewide.
- iii. The audiovisual contractor must be an authorized dealer for all major products to be supplied under this contract.
- iv. The audiovisual contractor must have successfully completed a minimum of three projects of similar scope in the past 2 years, and one project of similar scope more than 5 years ago. Indicate the location, type of system installed, total contract amount, date completed. Include end-user names, email addresses and telephone numbers so they can be contacted as a reference.
- v. Include resumes and factory/industry certifications of all staff that may be assigned to this project. Provide an organizational chart listing the number of years (minimum of five) each person has been actively performing audiovisual work with the contractor in their current position along with their areas of responsibility.
- vi. All members of the team assigned to a project must be dispatched from the same local office, which must be identified.
- vii. The project engineer and field Installation supervisor must have a current Certified Technology Specialist (CTS) credential from Infocomm

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International. The project engineer must have at least five years minimum experience as an engineer designing systems and projects comparable in substance and complexity to the project described herein.

- viii. Any personnel assigned to design, implement and/or commission any system that requires factory training, i.e. the multi-format routing switcher, must hold the required certifications.
- ix. The audiovisual contractor must hold a current California low voltage systems C7 contractor's license.
- x. Indicate if the audiovisual contractor employs union or non-union installers.
- xi. Indicate if any subcontractors that will be used on this project. No subcontract will be permitted, unless specifically identified in the qualifications submittal. Identify all subcontractors doing any work amounting to more than 1% of the total system price. It will be at the discretion of the Judicial Council on whether or not the identified subcontractor(s) will be approved. The audiovisual contractor shall have sole responsibility for the satisfactory implementation of each system, regardless of any subcontract arrangement.
- xii. If the contractor wishes to seek the Disable Veterans Business Enterprises (DVBE) incentive.
- xiii. The contractor must submit with its qualifications a DVBE Declaration (Attachment 7) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Contractor is itself a DVBE, it must complete and sign the DVBE Declaration. If Contractor will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration.

2.6 Programmer Scope

- i. For AV control system design, obtain a template for the touch panel, if available, either from the Court or the Judicial Council of California and base the final design on that template.
- ii. Start work as soon as the design is approved by Judicial Council of California.
- iii. Coordinates schedules with the AV contractor to ensure delays are minimized.

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- iv. If required, the programmer is to visit the contractor's local facility in order assist in the system testing before the equipment is delivered to the job site.
- v. Keep the firmware up to date on all programmable systems.
- vi. Once the system is installed in the facility by the audiovisual contactor, the programmer is to go on-site to participate in the initial powering up of the systems.
- vii. After systems are completely tested and functioning visit the site to make sure every function works as designed.

2.7 Programmer Qualifications Submittal

A prospective Programmer may be disqualified if the information submitted does not meet the following requirements. The qualifications submittal will be rejected if it does not address each of the following requirements individually.

- i. The programmer must be certified by the manufacturer to write the code and configure the indicated AV system. The programmer must have been actively programming systems in commercial installations for at least two years after receiving their certification. Provide a list of AV system certifications that the Programmer has been certified for at least 2 years
- ii. Provide a list of at least one programming project similar in scope that the programmer has completed in the last two years with location, scope, contract amount, and include persons and telephone number to contact.

3. TIMELINE FOR THIS RFP

Table 1 shows the schedule for this RFP. Judicial Council of California may change the dates at their discretion. Judicial Council of California advises potential proposer's to check the Judicial Council of California website (<http://www.courts.ca.gov/rfps.html>) frequently for changes and updates to the RFP including schedule changes.

4. RFP ATTACHMENTS

Table 2 lists attachments for this RFP. All attachments are included as part of this RFP.

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Table 1. RFP Schedule - *Revised*

#	Event	Date
1.	Issuance of the RFP	February 10, 2017
2.	Deadline for Service Provider's requests for clarifications, modifications or questions regarding the RFP (See Attachment 9). Email all questions to: CapitalProgramSolicitations@jud.ca.gov	February 24, 2017
3.	Questions and answers posted (<i>estimate only</i>)	March 3,2017
4.	<u>ADDRESS AND DEADLINE— Hard copy qualifications must be delivered to:</u> Judicial Council of California Attn.: Lenore Fraga – Roberts RFP # JBCP AND REFM-2016-12-JP 455 Golden Gate Avenue, 6th Floor San Francisco, CA 94102	<u>2 PM Pacific Time on March 10, 2017</u>
5.	<i>Posting of short listed Vendors</i>	<i>March 24, 2017</i>
6.	<i>Interview of short Listed Vendors</i>	<i>April 3 – April 5, 2017</i>
7.	<i>Open Price Proposals</i>	<i>April 14, 2017</i>
8.	<i>Evaluate Price Proposals</i>	<i>April 18, 2017</i>
9.	<i>Notice of Intent to Award on the Court website: http://www.courts.ca.gov/rfps.htm</i>	<i>April 25, 2017 (Estimated)</i>
10	<i>Full Performance Start Date</i>	<i>May – June 2017 (Estimated)</i>

Table 2. RFP Attachments

#	Attachments	Description
1	Attachment 1: Judicial Council's Standard Terms and Conditions	Standard Master Agreement including Exhibits A through F. If selected, the person or entity submitting a response to the RFP must sign this JCC Standard Form agreement
2	Attachment 2: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
3	Attachment 3: Proposer's Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Master Agreement Terms and Conditions.
4	Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
5	Attachment 5: Darfur Certification Form	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
6	Attachment 6: Payee Data Record	This form contains information required in order to process payments and must be submitted with the proposal.
7	Attachment 7: DBVE Participation Form	The Proposer must complete this form and submit it with their proposal. If Proposer wishes to qualify for the DVBE incentive.
8	Attachment 8: Bidder's Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
9	Attachment 9: Form for submission of questions.	Complete this form if you want to submit questions pertaining to this RFP.
10	Check Region and Services Form	Complete this form to identify what you plan on bidding on.
11	JCC Regional Office Locations	The Map

5. INTERVIEWS

See Table 1 for the details of the interviews of short listed vendors.

6. PROPOSAL CONTENT

- i. **Cover Letter:** Include a cover letter with your proposal. The Cover Letter must include the Proposer's name, address, telephone and fax numbers, and federal tax identification number. The Cover Letter must also include name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP. Limit the Cover Letter to one page. If the Proposer is a sole proprietor using his or her social security number, Judicial Council of California will require the social security number to finalize a contract.
- ii. **Regional Scope:** Include a description of the Proposer firm's ability or limitations to provide state-wide or regional services as indicated by resources and staffing. Limit the description to one page. See Map in Attachment 11
- iii. **Financial Statements:** Provide reviewed financial statements (balance sheet and income statement) for vendors submitting qualification statements under this RFP.
- iv. **Price Proposal:**

Include projected staff classifications and fully burdened hourly rates for all employee classifications that will provide any or all of the services under consideration as they might be billed to Judicial Council of California and indicate a job title, a short corresponding job description, and description of the services the employee classification might provide. For any equipment and materials required to perform any approved services submit your (%) percentage mark-up. All other incidental expenses are "Not to Exceed" GSA Rates.
- v. **Resume:** Include a resume for each key staff member describing the individual's background, experience, and the individual's ability and

experience in conducting the proposed activities. Limit each resume to one page, and limit the total number of resumes to seven.

vi. **References:** Provide contact names, addresses, and telephone numbers for a minimum of four (4) clients for whom the Proposer has conducted similar services. Ensure contact information is up-to-date. Include a brief description of the services provided to the clients. Limit the list to no more than one page. Judicial Council of California may check the references listed by the Proposer.

vii. **Acceptance of the Terms and Conditions:** On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, the Proposer must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.

If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes and (ii) a written explanation or rationale for each exception and/or proposed change. Note that a material exception to a Minimum Term will render a Proposer non-responsive.

viii. **Certifications, Attachments, and other Requirements:** The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its Proposal.

ix. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its Proposal.

x. The Proposer must complete the Payee Data Record Form (Attachment 6)

xi. If the Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), the Proposer must submit proof that Contractor is in good standing in California.

xii. Copies of the Proposer’s (and any subcontractor’s) current business licenses, professional certifications, or other credentials.

7. OFFER PERIOD

i. A Proposer's Proposal shall be an irrevocable offer for ninety (90) days following the Proposal due date. In the event that the Judicial Council of California has not awarded a final contract within this period and reserves the right to negotiate extensions to this period.

8. SUBMISSION OF PROPOSALS

- ii. The Proposer must submit **one (1)** copy of:
- iii. Cover Letter
- iv. References
- v. Acceptance of Terms and Conditions
- vi. Attachments
- vii. The Proposer must submit **two (2)** copies of
- viii. Prior Projects
- ix. Regional Scope
- x. Resume for each key staff member.

The Proposer must submit **one (1) original and two (2) copies and (1) electronic copy via CD or Memory Drive** of their submittal(s) in a sealed envelope. The Proposer must write "Proposer AV RFP Submittal - (firm's name). Audiovisual, RFP JBCP AND REFM-2016-12-JP" on the outside of the sealed Proposal envelope.

Send Proposals by registered or certified mail, courier service, or by hand delivery to the address and addressee shown in Table 1; do not send Proposals by fax or email. Table 1 lists the deadline for Proposals.

9. EVALUATION OF PROPOSALS

Judicial Branch for Capital Projects Audiovisual staff will evaluate the prospective vendor's submittals using the following criteria and weights listed in Table 4.

Table 4. Criteria for Evaluation of Qualifications - Revised
(This table will apply to all 3 categories)

#	Qualifications Criterion	Potential Points
1	Qualifications by Category of Submittals	35
2	Overall experience in performing similar services and projects	25
3	References from present and past clients for similar services and projects, including your financial statements.	25
4	Regional Scope: Ability of firm to provide state-wide or regional services as indicated by resources and staffing. In reference to the JCC Regional Office Locations (Map) and selected categories AV Services.	12
5	<i>Price</i>	<i>100</i>
6	("DVBE") Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	3
	Total	200
*	Small Business Incentive	5%

10. CONFIDENTIAL OR PROPRIETARY INFORMATION

Proposals are subject to disclosure pursuant to applicable provisions of the CALIFORNIA PUBLIC CONTRACT CODE and RULE 10.500 of the CALIFORNIA RULES OF COURT. Judicial Council of California will not disclose social security numbers, and Judicial Council of California will not disclose balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. In response to applicable public records requests, Judicial Council of California will disclose all other information in Proposals. Such disclosure will be made regardless of whether the Proposal (or portions thereof) is marked “confidential” or “proprietary” or otherwise and regardless of any statement in the Proposal (a) purporting to limit Judicial Council of California’s right to disclose information in the Proposal or (b) requiring Judicial Council of California to inform or obtain the consent of the Proposer prior to the disclosure of all or portions of the Proposal. Judicial Council of California cautions Proposers not to include confidential, proprietary, or privileged information in Proposals.

11. DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

- i. Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.
- ii. Eligibility for and application of the DVBE incentive is governed by the Judicial Council’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 9 above.
- iii. To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).
- iv. If Proposer wishes to seek the DVBE incentive:
- v. Proposer must submit with its proposal a DVBE Declaration (Attachment 7) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor

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must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS..

- vi. Proposer must complete and submit with its proposal the Bidder's Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- vii. Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.
- viii. If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Judicial Council approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

12. PROTESTS

The Judicial Council will respond to any protests in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for Judicial Council to receive a solicitation specifications protest is the Proposal due date.

Protests must be sent to:

Judicial Council of California – Branch Accounting and Procurement
Attn: Protest Officer
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102
(Indicate REFM-2016-xx-xx and Name of Your Firm on lower left corner of envelope.)