

Grossmont Healthcare District

October 1, 2021



Grossmont Healthcare District (GHD)

RFP FOR AUDIO VISUAL UPGRADE TO DISTRICT CONFERENCE AREAS

Inquiries should be directed to:

Name: Christian Wallis, CEO

cwallis@grossmonthealthcare.org

Address: 9001 Wakarusa Street, La Mesa, CA 91942

Phone: 619-825-5050/www.grossmonthealthcare.org

PROPOSAL GUIDELINES

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for the review and recommendation for audio visual upgrade to the main auditorium/dias and adjoining conference room space.

B. Introduction

As an Independent Special District, GHD is a healthcare district governed by a publicly elected Board of Directors with a CEO who oversees the day-to-day operations. GHD is responsible for the oversight of the public private partnership and lease with Sharp to ensure access and quality care is delivered to the residents in the Grossmont Healthcare District and beyond. The district also seeks to understand and support suitable services for the approximately 500,000 residents within the districts 750 sq/mi geographic region. Finally, the district operates a community health library in La Mesa.

Grossmont Healthcare District (GHD) is requesting proposals from qualified audio-visual company to upgrade our auditorium/dias and conference room with current technology in order to create a “smart room” experience. Upon review of the proposals, the District will make a final decision as to which specific services will be performed and the timeline of performance. The specific services are listed in the Scope of Work.

C. Background

The District is a public agency with approximately 11 full-time and 4 part-time employees. The information technology service provider is Consolvant; an outsourced information technology management company based out of Escondido. The selected audio-visual company will work directly with the Chief Executive Officer and Consolvant to ensure a fully integrated IT and audio-visual solution.

D. Eligibility

Consultants should be experienced in providing modern audio-visual design, equipment and support for a public sector agency with a dias. The successful proposer will work directly with the Chief Executive Officer and IT service provider (Consolvant) to ensure all activities in this project are completed on schedule.

E. Bidder’s Conference

There will be a bidder’s conference relating to this RFP. The conference will be held on October 11, 2021 at 2:00 pm at the Grossmont Healthcare District.

F. Instructions on Proposal Submission

1. Contents

The following information is required for the proposal submission to be considered:

- Firm name, address, contact name, title, phone number and email address
- Scope of Work including an outline approach, strategy, timeline to complete the requested Scope of Work and any other relevant information.
- Cost estimate for the proposed Scope of Work, and any other project-related costs
- List of at least 3 references and examples of similar projects

2. Closing Submission Date

Proposals must be submitted no later than 4:00 p.m. on October 29, 2021.

3. Inquiries

Inquiries concerning this RFP should be directed to Christian Wallis, Chief Executive Officer. Interested parties may call or e-mail at cwallis@grossmonthealthcare.org. Directing questions to any other individual may be cause for disqualification.

4. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by GHD.

5. Instructions to Prospective Contractors

Your proposal should be addressed as follows:

Name: Christian Wallis
Title: Chief Executive Officer

The Offeror's proposal can be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
October 1, 2021
SEALED PROPOSAL
for Audio Visual Upgrade Services

Alternatively, Offerer's proposal can be sent via email to cwallis@grossmonthealthcare.org by October 29, 2021 at 4:00 pm.

Failure to do so may result in disqualification of your proposal.

It is the responsibility of the Offeror to ensure that the proposal is received by GHD by the date and time specified above.

Late proposals will not be considered.

6. Right to Reject

GHD reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

7. Notification of Award

It is expected that a decision selecting the successful audio-visual company will be made within 4 weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful audio-visual company, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful human resource firm.

It is expected that the contract shall be a fixed price contract for each milestone and service.

G. Description of Scope of Services

GHD is seeking to engage an audio-visual professional services company to design, supply, and install a state-of-the-art audio-visual (AV) system in GHD's auditorium/dias and adjacent conference rooms at 9001 Wakarusa Street, in La Mesa, CA. The goal of the project is to update and retrofit the existing system in order to provide a complete and operational turn-key system capable of providing an integrated experience for virtual meetings, with live-streaming, audio and video conferencing, remote access, and screen sharing functionalities.

All interested consultants are required to conduct a mandatory site walkthrough with GHD staff on October 11, 2021 at 2:00 p.m. (Pacific Time), to assess and evaluate GHD's existing AV system and determine the proper design, equipment and materials required to complete the project. It is the responsibility of the consultant to ensure that all documents, including the cost proposal, plans and specifications, drawings, and other documents, are sufficient to build the system that will meet the performance objectives for GHD.

The consultant should identify and explain the necessity for any additional tasks required in order to successfully deliver a fully operational AV system, and shall identify each of the significant subtasks required, included within the tasks. The scope of work shall include a description of how each major task and subtask of the project will be conducted, identification of deliverables for each major task and subtask, and a schedule.

The AV system consists of the engineering, materials, equipment and systems described in this RFP. This contract is for system design, documentation and drawings, equipment, material, installation, programming and training. The consultant will design the system for maximum interoperability across all components and conference rooms and will ensure flexibility in leveraging the system for future applications, as needed. The consultant will prepare as-built drawings that create a standard of equipment throughout each conference room, thereby making all conference rooms uniform and easy to use. The consultant shall inspect and repurpose as much of the existing equipment as possible, including, but not limited to: microphones, projectors, screens and video displays, audio and video equipment, AV cables, plates, and infrastructure, and AV switching.

The consultant shall provide project management to ensure fulfillment of the scope within the contract and schedule. The consultant is expected to provide continuous Quality Assurance and Quality Control of design and installation activities; review architectural, mechanical and electrical contract documents as needed in light of requirements for AV systems; and provide a document to GHD advising of any changes required in order to allow the AV systems to be installed and function correctly.

The consultant shall develop a milestone schedule and incorporate the activities in an overall schedule for the project. The project schedule should show all the expected sequence of tasks and subtasks and include durations for the performance of each task, subtask, milestones, submittal dates and review periods for each submittal. Working with project team members, the proposer shall prepare, maintain and use critical action items list to monitor project progress and to implement recovery action plans.

The consultant is responsible for all installation required for the project (including electrical) and is responsible for resolution of conflicts with connection of and/or interaction of other systems including conduit, back boxes, floor boxes and pull boxes, including coordinating with building management where necessary. The consultant is also responsible to ensure that all means of support, suspension, attachment, fastening, bracing and seismic restraints used on the project are in accordance with all applicable building codes. It is the responsibility of the consultant to remove all rubbish generated by the installation from the site and where appropriate, recycling of materials will be done.

All work shall meet or exceed the latest requirements of all state and local authorities exercising jurisdiction over the project. Installation procedures, methods and conditions shall comply with the latest requirements of the California Occupational Safety and Health Administration (Cal/OSHA) and the Americans with Disabilities Act (ADA).

The existing system in the auditorium must be operational for its public meetings during construction unless previously arranged with the Chief Executive Officer and adequate provisions are made for nonfunctioning system. GHD, at its sole discretion, may relocate its meeting or shift entirely to a virtual setting for work which require substantial disruption to its public meetings.

The consultant shall provide a single PDF of the manufacturer's product data sheets for each item of equipment that will be provided as part of this contract. The submittal shall include a table of contents with all equipment cut sheets arranged per section.

All equipment and materials shall be new, meet the latest published specifications of the project, and conform to applicable regulatory provisions. Care shall be taken during installation to prevent scratches, dents, chips or other damage. All products and materials shall be handled and shipped in accordance with manufacturers' recommendations. Consultant shall ensure protective covering is on equipment and furniture during construction to prevent damage or entrance of foreign materials. Any damaged materials or equipment will be rejected at the firm's sole expense for replacement.

The consultant shall warrant all equipment to be free of defects in material and workmanship for not less than one year after system acceptance. Defects occurring in labor or materials within the one-year warranty shall be rectified by replacement or repair. Within the warranty period, consultant shall provide respond to service calls and requests for information within a 24-hour period and replace any faulty item within a 72-hour period without charge including parts, labor, shipping, and travel times. Warranty documents shall state beginning and ending dates of the warranty period. Consultant shall provide a final site visit and verification that the system is operational, and all items are functioning correctly at the end of the warranty period. The consultant shall not be responsible for correcting items that have been modified by GHD.

At its discretion, GHD may assign one or more persons to participate with the consultant's personnel during installation of the AV system. In this case, the consultant, without delaying their work, shall familiarize GHD staff with the system's components and installation. During initial tests and adjustments, the consultant shall permit GHD staff to observe and shall explain, when feasible, the significance of each test.

The consultant shall provide in the bid a schedule showing the number of days of "on the job training" required for familiarization with the system drawings, manufacturer's literature, and hands-on operation of the AV systems for ongoing support in the form of instructor led training with documentation (i.e. PowerPoint presentation or similar documentation). An end user document shall be provided in a format that includes accurate screen prints and instructions on how the end user operates the user interfacing equipment. Training shall not be deemed completed until GHD has determined that the assigned staff is adequately trained to operate the system and to perform routine basic maintenance.

The consultant shall provide an alternate line-item pricing for an extended 5-year term maintenance agreement and warranty support that would include a rapid response time for service calls.

H. Subconsultants

For the purposes of this RFP, “subconsultants” also refers to all firms, other than the prime consultant, proposed for performing work or incurring costs on the resulting contract; this includes all subconsultants, subcontractors and/or vendors, of any tier.

1. Nothing contained in this RFP and the resulting contract or otherwise, shall create any contractual relationship between GHD and any subconsultants, and no subcontract shall relieve the proposer of their responsibilities and obligations hereunder. The proposer agrees to be as fully responsible to GHD for the acts and omissions of its subconsultants and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the proposer. The proposer’s obligation to pay its subconsultants is an independent obligation from GHD’s obligation to make payments to the proposer.
2. Any subcontract entered into as a result of this RFP shall contain all the provisions stipulated in this RFP and resulting contract to be applicable to subconsultants.
3. Proposer shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to the proposer by GHD.
4. Any substitution of subconsultants must be approved in writing by the GHD CEO in advance of assigning work to a substitute subconsultant.

II. SPECIFICATION SCHEDULE

A. Delivery Schedule

Proposals must be received no later than 4:00 p.m. on Friday, October 29, 2021. Proposals received after the deadline will not be considered.

B. Price

The Offeror's proposed price should be clearly identified and itemized. Include information indicating how the price was determined. The pricing information should result in a final fixed fee.

To the extent the work provided by Consultant requires compliance with California prevailing wage laws, or other Department of Industrial Relations regulations related to Design Professionals, Consultant will be responsible for said compliance.”

C. Payment

Final payment will be made when GHD has determined that the total work effort has been satisfactorily completed. Should GHD reject the results of a service, GHD's authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment. Progress payments will be allowed to the extent that GHD can determine that satisfactory progress is being made.

Upon delivery of the final reports to GHD and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the service.

D. Performance Review

All deliverables prepared under this contract will be reviewed by GHD CEO, CFO (Interim) and IT service provider (Consolvent).

E. Entrance and Exit Conference

An entrance and exit conference with GHD representatives and the Offeror's representatives will be held at the beginning and conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with GHD. It should include internal control and program compliance observations and recommendations.

F. Confidentiality

The Offeror agrees to keep the information related to all activities and contracts in strict confidence. Other than the reports submitted to GHD, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, GHD's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement. A signed Non-Disclosure Agreement may be required to protect confidentiality.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior Experience

The Offeror should describe its prior audio-visual experience including the names, addresses, contact persons, and telephone numbers of prior organizations that have used similar services. Experience should include the following categories:

1. Prior experience in evaluating audio visual systems and providing recommendations.
2. Prior experience with installing similar audio-visual systems for local government or special district agencies with a dias.

B. Organization, Size, and Structure

The Offeror should describe its organization, size, and structure.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the project. Descriptions should include:

1. Audio visual project team and any associated subcontractors.
2. Prior experience/qualifications of the individual team members and project leadership.

Only include resumes of staff to be assigned to the project. Education, position in firm, years and types of experience, continuing professional education, etc.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of the audio visual work to be performed evaluation and recommendations, estimated hours, and other pertinent information.

E. Certifications

Provide as necessary.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals must be received by October 29, 2021 at 4:00 pm.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not contain the specified information.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with professional standards.

C. Proposal Evaluation

Evaluation of each proposal will include but not limited to the following criteria:

1. A proposed work plan which outlines the project with timelines, description of work, hours necessary to complete, compliance with federal/state regulations and a list of references.
2. A list of personnel and resources required to complete each milestone. The project team/leaders experience; especially with Special Districts. Accessibility of the key team members.
3. Recommendations for best practices in some of the key requirements and services to be delivered.
4. Clear identification of pricing and any cost controls.

D. Review Process

GHD may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, GHD reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

GHD contemplates award of the contract to the responsible Offeror with the highest total points. Cost is not the only factor to be considered.