

**SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT  
REQUEST FOR QUALIFICATIONS (“RFQ”) FOR  
AUDIO VISUAL DESIGN (“AV DESIGN”) SERVICES**

San Luis Obispo County Community College District (“District”) requests that audio visual design services firms (“Respondents”) submit written responses to this RFQ.

**1. Request for Qualifications**

- 1.1. Purpose of RFQ. This RFQ is a part of the process for the District’s selection and retention of a qualified audio visual design services firm to provide audio visual design and related services for Projects assigned by the District. Timely submitted RFQ Responses will be evaluated by a selection committee appointed by the District (“the Selection Committee”) to ascertain the Respondents’ respective qualifications, based on the criteria established in this RFQ. Following the Selection Committee’s determination of which Respondents meet or exceed the qualifications standards set forth in this RFQ, in the sole and exclusive discretion of the Selection Committee, Respondents deemed qualified will be requested to participate in an interview with the Selection Committee as part of the process for selection of a Respondent to provide audio visual design and related services.
- 1.2. District Modifications to RFQ. The District expressly reserves the right to modify any portion of this RFQ prior to the latest date/time for submission of RFQ Responses, including without limitation, the cancellation of this RFQ or modification of the latest date/time for submission of RFQ Responses. Modifications, if any, made by the District to the RFQ will be in writing; potential Respondents who have obtained this RFQ from the District prior to any such modifications will be issued modifications to the RFQ by written addenda.
- 1.3. No Oral Clarifications/Modifications. The District will not provide any oral clarifications or modifications to the RFQ or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFQ. No Respondent shall rely on any oral clarification or modification to the RFQ.
- 1.4. Public Records. Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked “Confidential” or “Proprietary,” all materials submitted in response to this RFQ are deemed property of the District. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ Response of a Respondent who indiscriminately notes that its RFQ Response or portions thereof are “Trade Secret” “Confidential” or “Proprietary” and exempt from disclosure as a public record. In accordance with applicable law, materials submitted in response to this RFQ are deemed public records after completion of the interview process by the Selection Committee. The District is not liable or responsible for the disclosure of RFQ Responses, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, by an order of Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ Response deemed exempt from disclosure hereunder, by submitting a response to this RFQ, each Respondent agrees to defend,

indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

- 1.5. Latest Date/Time for Submission of RFQ Response. **The latest date/time for submission of RFQ Responses is 1:00 P.M., September 16, 2021.** Proposals shall be submitted to **David Bruner, Information Technology Project Manager** at **Facilities Services Building 9100, Highway One, San Luis Obispo, CA 93403-8106.** RFQ Responses which are not actually received at the above-stated location at or prior to the latest date/time for submission of RFQ Responses will be rejected by the District for non-responsiveness. Respondents are solely responsible for the timely submission of RFQ Responses. Please take notice that no electronic e-mail responses will be permitted or accepted. Respondents are advised that the District utilizes a centralized mailroom for the receipt of items transmitted by United States Mail and private courier services, including FedEx, California Overnight, DHL, etc. Items received in the centralized mailroom will be distributed to the intended recipients only as part of the mailroom's daily delivery routine. A response to this RFQ which is received in the District's central mailroom is not receipt by the above-stated District Office until delivery of such item is effectuated to the above-stated District Office by the District's mailroom services. Accordingly, Respondents are encouraged to personally delivery RFQ Responses directly to the above-stated District Office or to retain a private service to personally deliver RFQ Responses to the above-stated District Office.
- 1.6. Errors/Discrepancies/Clarifications to RFQ. If a Respondent encounters errors or discrepancies in this RFQ or portions hereof, the Respondent shall immediately notify David Bruner at [dbruner@kitchell.com](mailto:dbruner@kitchell.com) of such error or discrepancy. Any Respondent seeking clarification of any portion of this RFQ shall submit the requested clarification in writing to David Bruner at [dbruner@kitchell.com](mailto:dbruner@kitchell.com). Responses of the District to any requested clarification will be in writing; if in the sole judgment of the District, any clarification response affects the RFQ or other Respondents, the District will issue the clarification response by a written addendum distributed to all potential Respondents who have theretofore obtained this RFQ from the District. All requests for clarification of this RFQ must be submitted and received by David Bruner **no later than 4:00 P.M., September 9, 2021.** The District will not respond to clarification requests submitted thereafter. Answers to all questions will be provided by Monday, September 13, 2021 by 4:00 pm via email.
- 1.7. RFQ Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a response to this RFQ, and all other related activities shall be borne solely and exclusively by the Respondent.

## 2. Description of Project

- 2.1. Project. The San Luis Obispo Community College District desires to modernize its classrooms and lecture halls, meeting rooms, executive board rooms, performance arts center, and sports and gathering areas with the latest Audio Visual (AV) and Digital Signage technology. The District is looking for a vendor to provide professional services for this effort by designing upgrades to 140 instructional spaces, 25 meeting spaces, 15 digital signage installations, and the performing arts

center. The District is looking to thoughtfully reimagine the technology in these spaces utilizing current industry standard solutions and best practices. This business value effort will standardize these spaces across the District providing tools that assist in enhancing the business units' effectiveness. The functional objective of this RFQ is focused on the pre-selected spaces including but not limited to:

- A. Standardize meeting room configuration, such as "Small", "Medium", "Large" and "Board"
  - a. Standardize conference room equipment for each configuration
- B. Standardize classroom configuration, such as "Standard", "Lecture Hall" and "Lab"
  - a. Standardize classroom equipment for each configuration
- C. Standardize recreational area configuration, such as "Performance Arts", "Indoor Sports", "Outdoor Sports" and "Gathering"
  - a. Standardize recreational area equipment for each configuration
- D. Standardization of AV technology
- E. Increase functionality and reliability for AV technology
- F. User-friendly Digital Signage reporting capabilities preferred
- G. Centralized management capabilities

### 3. Audio Visual Services

- 3.1. Anticipated Basic Services. The District anticipates that the Basic Services for the Project will be performed and completed in a series of consecutive phases described as Design Phase, Bidding Phase, Construction Phase and Post-Construction Phase. The scope and specific Basic Services to be provided by the AV design services firm for a Project shall be as set forth in the Agreement between the District and the AV design services firm for such a Project. The following are intended to provide an overview of the types, nature and general description of Basic Services that may be incorporated into the scope of services to be provided by the AV design services firm for a Project.
- 3.2. Pre-Design; Design Phases. In the Pre-Design and Design Phases of a Project, the AV design services firm is responsible for the development of the Design Documents for the Project. Other services may include, but are not limited to: (i) review and validation of budgets for design; (ii) participation in meetings, conferences and discussions to establish programming, planning and other criteria for the Project; (iii) prepare Construction Cost Estimates at established intervals of Project Design Documents; (iv) conduct Value Engineering and Constructability Reviews of the Design Documents at established intervals; (v) obtaining approvals/permits of the Design Documents in conformity with schedule requirements established by the District for the Project.
- 3.3. Bidding Phase. During the Bidding Phase, the selected AV design services firm will assist the District in developing bid documents, engaging in the bidding process, and evaluations of Bid Proposals for the District's award of one or more Construction Contracts for construction of a Project. Such services may include: (i) recommendations to the District and the Program Manager for construction of the Project by an AV implementation vendor; (ii) marketing of the Project to potential bidders and solicitation of potential bidders' interest in the Project; (iii) attending pre-bid job walks/meetings with potential bidders; (iv) assist the District in the review, evaluation and response to bidder inquiries.
- 3.4. Construction Phase. During the Construction Phase, the selected AV design services firm will provide services relating design management of the construction of the Project.

3.5. Post-Construction Phase. During the Post-Construction Phase, the selected AV design services firm will provide services relating to the close-out of Construction Contract(s), including assisting in the determination of Substantial and Final Completion and punchlist development and completion.

**4. RFQ Response**

4.1. RFQ Activities; Timeline. The following is a description of the principal activities to be completed under this RFQ and the timeline for completion of each activity. The following notwithstanding, the District expressly reserves the right to amend the extent, nature, or scope of RFQ activities and/or the timeline for commencing/completing RFQ activities.

September 9, 2021	Last day for submittal of questions by email by 4:00 pm
September 13, 2021	Responses to submitted questions emailed by 4:00 pm
September 16, 2021	Last day for submittal of RFQ Responses, by 1:00 pm
September 28 – September 29	Interviews

4.2. RFQ Response Contents/Format.

4.2.1. RFQ Response. All materials submitted in response to this RFQ shall be on 8 ½” x 11” paper, preferably in portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate discrete sections of the RFQ Response which correspond to the information requested in Paragraph 4.2.6 below.

4.2.2. Additional Materials. Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in Paragraph 4.2.6 below. If a Respondent elects to submit materials with its RFQ Response which are in addition to the matters described in Paragraph 4.2.6 below, the Respondent shall separately bind all such additional materials from the RFQ Response addressing the matters set forth in Paragraph 4.2.6 below.

4.2.3. Copies of RFQ Response. Each Respondent shall submit an original, five (5) copies, and an electronic copy in pdf format on a USB drive of their respective RFQ Responses.

4.2.4. RFQ Response Format/Contents. Each RFQ Response must conform to the following described format and must include the content described below. Failure of a Respondent to submit its RFQ Response in a format and with content conforming to the following requirements will be a basis for the District’s rejection of such RFQ Response for non-responsiveness.

4.2.5. RFQ Response Format. Each RFQ Response shall include the following items, in the order noted below:

4.2.5.1. Cover Sheet. Identify the submittal as the Response to this RFQ and an identification of the firm submitting the RFQ Response along with the firm’s address, telephone/fax numbers and email addresses of the firm’s principal contacts in connection with this RFQ or the RFQ Response.

4.2.5.2. Letter of Interest. Include a brief letter expressing the interest of the Respondent in providing audio visual design services and a brief statement of the qualifications of the Respondent to provide the requested audio visual design services. Provide contact

information, including the telephone number, fax number and email address for the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFQ. The letter of interest should be bound with other materials responding to this RFQ.

- 4.2.5.3. Table of Contents. Include a Table of Contents reflecting the Respondent’s responses to each of the items set forth below.
- 4.2.6. RFQ Response Contents.
  - 4.2.6.1. Tab 1; Statement of Qualifications. Complete the Statement of Qualifications attached as Exhibit B to this RFQ for the Respondent.
  - 4.2.6.2. Tab 2; Financial Statement. Includes a current financial statement for the Respondent. Financial Statements must be reviewed or audited by a California licensed Certified Public Accountant.
  - 4.2.6.3. Tab 3; Relevant Project Experience. Provide additional details of the Projects identified in the Statement of Qualifications, which reflect the skills, experience, and other qualifications of the Respondent for the Project to successfully complete necessary audio visual design services for the Project. Include in the discussion of relevant project experience, the experience of the Respondent for the following: (i) conformity to schedule and budget requirements; (ii) California community college projects; (iii) projects subject to Division of State Architect (“DSA”) review and approval; and (iv) project funding sources, including State of California legislatively appropriated funds, state-wide bond funds and local bond funds. This section of the RFQ Response shall not exceed fifteen (15) pages.
  - 4.2.6.4. Tab 4; Proposed Project Team. Identify the key members of the Respondents’ staff that will be assigned to design, bidding, and construction phases of the Projects. For each member of the Respondents’ organization and for each member of any Subconsultants identified, provide brief descriptions of the relevant qualifications and background. Do not include resumes for the proposed personnel of the Respondent; personnel resumes are to be bound and incorporated into Tab 7, Personnel Resumes of the RFQ Response. Include an organization chart illustrating the relationships among the Respondent’s proposed Project team.
  - 4.2.6.5. Tab 5; Project Approach. Provide a description of the proposed Project team’s approach and methodology to completing tasks necessary for the Project. Include a detailed description and discussion of measures the Respondent typically engages in to maintain quality control over the Design Documents to minimize errors or omissions and to complete Project construction within the District’s schedule and budget.
  - 4.2.6.6. Tab 6; Insurance Certificates. Provide copies of Certificates of Insurance for the Respondent. Required Certificates of Insurance and minimum coverage amounts for each policy of insurance are as set forth below.

Required Insurance Policy Certificate		Minimum Respondent Coverage Amount
Workers Compensation		In accordance with law
Employers Liability		One Million Dollars (\$1,000,000)
Comprehensive	General	One Million Dollars (\$1,000,000) per occurrence/ Two Million Dollars (\$2,000,000) aggregate

Liability (including property damage and automobile liability)	
Professional Liability	Two Million Dollars (\$2,000,000) per claim/ Two Million Dollars (\$2,000,000) aggregate

- 4.2.6.7. Tab 7; Project Personnel Resumes. Provide a current resume for each member of the Respondent’s personnel which the Respondent anticipates will be assigned to complete Basic Services for a Project.
- 4.2.6.8. Tab 8; Proposed Hourly Rate Schedule. Provide proposed hourly rates for audio visual design personnel. Hourly rates shall include: the cost of labor, overhead, profit, and the cost of insurance.

**5. Selection Criteria**

- 5.1. General. Timely submitted RFQ Responses will be independently reviewed by each member of the Selection Committee. A Response to the RFQ which does not comply with the requirements of this RFQ will be subject to rejection for non-responsiveness.
- 5.2. District Policy. It is the policy of the District that the selection of firms to provide professional services in connection with construction projects of the District be based on the demonstrated competence and qualifications to complete the required professional services at a fair and reasonable price to the District.
- 5.3. Evaluation Criteria. The following sets forth the criteria by which each RFQ Response will be evaluated. The District and the Selection Committee reserve the right to exercise discretion in the weight and priority of the evaluation criteria.
  - 5.3.1. Relevant Experience and Ability. The Respondent and its proposed Project team will be evaluated based on experience as an audio visual design firm for recent projects similar in size, scope, use and complexity as the Project subject to this RFQ.
  - 5.3.2. Management Ability. The ability and commitment of the Respondent and its proposed Project team to develop and implement high-quality, functional, cost-effective design management skills, procedures, and processes for similar or comparable projects.
  - 5.3.3. Responsiveness to RFQ and Project Requirements; Client Responsiveness. The District will evaluate the Respondent’s responsiveness to the requirements of this RFQ and the Project as outlined in the RFQ. The District will evaluate the prior experience and success of the Respondent and its proposed Project team to establish effective working relationships within the setting of a higher education institution, including the relationships with management, administrative, technical and end-user staff of prior clients, relationships with other project consultants and participants on prior projects.
  - 5.3.4. Availability. The District will evaluate the availability of the Respondent and the personnel of the Respondent to be dedicated to the Project within the District’s anticipated schedule. This evaluation will include the demonstrated ability and willingness of the Respondent to promptly provide and complete services, whether from a location in close proximity to the District or otherwise.

- 5.4. Interviews. Respondents deemed qualified for the Project by the Selection Committee are required to participate in an interview with the Selection Committee. Interviews will generally consist of the Respondents' presentation and questions posed by the Selection Committee. Total time of each interview will not exceed one (1) hour. Any Respondent invited to participate in the interview process shall have present at the interview its key personnel for the Projects.
- 5.5. AV Design Selection. Upon completing interviews of Respondents by the Selection Committee, the Selection Committee will make a recommendation to the District's Board of Trustees for one of the Respondents to be selected as the AV Design vendor. Notwithstanding any recommendation of the Selection Committee, action to select a Respondent as the AV Design vendor is vested solely in the Board of Trustees. The District expressly reserves the right to retain an audio visual design services firm to provide audio visual design services for any Project, whether or not such firm submitted a response to this RFQ, provided that such retention conforms to applicable law. The assignment of a Project to a Respondent is vested solely in the Board of Trustees.

## AUDIO VISUAL DESIGN SERVICES RFQ QUALIFICATIONS STATEMENT

### 1. CONTACT INFORMATION

Firm Name: \_\_\_\_\_

Check One:  Corporation  Partnership  LLC  LLP  Sole Proprietorship

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. ORGANIZATION AND STRUCTURE OF BUSINESS

#### 2-1. For Firms That Are Corporations:

1. Date incorporated: \_\_\_\_\_
2. Under the laws of what state: \_\_\_\_\_
3. California Corporation No. (if a California Corp): \_\_\_\_\_
4. Other State Corporation No.: \_\_\_\_\_
5. Type of Corporation:  
Check One:  C Corp.  S Corp.  LLC  Other: \_\_\_\_\_
6. Federal Employer Identification Number: \_\_\_\_\_
7. Provide all the following information for each person who is either:
  - (a) an executive officer or, Board member of the corporation, or
  - (b) the owner of at least ten percent (10%) of the corporation's stock.

Name	Position	Years with Co.	% Ownership



2.2 For Firms That Are Partnerships:

1. Date of formation: \_\_\_\_\_
2. Under the laws of what state: \_\_\_\_\_
3. Federal Employer Identification Number: \_\_\_\_\_
3. Type of Partnership:  
 Check One:  General  Limited  LLP  Other: \_\_\_\_\_
4. Provide all the following information for each partner who owns 10 percent (10%) or more of the partnership equity.

Name	Position	Years with Co.	% Ownership

2.3 For Firms That Are Sole Proprietorships:

1. Date of commencement of business: \_\_\_\_\_
2. Name(s) of company owner(s): \_\_\_\_\_
3. Social security number(s) of company owner(s) or Federal Tax Id Number : \_\_\_\_\_

**3. CLAIMS HISTORY**

- 3.1 Has your firm been subject to judgment, settlement, or arbitration award arising out of or related to audio visual design services provided by or through your firm within the past five (5) years? \_\_\_\_ Yes \_\_\_\_ No

If yes, on a separate attachment, describe each such report including details of: (i) the parties to each judgment, settlement or arbitration; (ii) the amount paid by your firm for each judgment, settlement or arbitration award; and (iii) if your firm was subject one or more judgments, for each judgment identify the Court in which such judgments were entered, along with a case number relating to such judgment.

- 3.2 Has a claim been asserted against your firm’s professional liability (errors and omissions) insurance policy in connection with audio visual design services within the past five (5) years? \_\_\_\_ Yes \_\_\_\_ No

If yes, on a separate attachment, describe each such claim including details of: (i) the party making the claim; (ii) a description of the claim and (iii) the final disposition (or current status if the claim is not fully resolved) of the claim, including without limitation, a description of the manner in which the claim was resolved (i.e., by mutual agreement, mediation, judgment, etc) and the amounts paid to resolve the claim.

**4. QUESTIONS**

4-1. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?

Yes       No      No = Not Qualified

4-2. Have you attached a Certificates of Insurance issued by or on behalf of insurers authorized to issue insurance policies under California law for Workers Compensation Insurance, Professional Liability Insurance and Commercial General Liability Insurance?

Yes       No      No = Not Qualified

4-3. How many years has your organization been in business in California as an audio visual design services firm? \_\_\_\_\_ years

**(If any response to Questions 4-4 through 4-12 is “yes” the Respondent must, on a separate attachment, provide details. Failure to do so may result in the Respondent’s RFQ Response being rejected for non-responsiveness)**

4-4. Has your firm or any predecessor to your firm, or any of its owners, officers, or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any **false claim or material misrepresentation** to any public agency or entity?

Yes       No

4-5. At any time during the last five (5) years, has your firm or any predecessor to your firm, or any of its owners, officers or partners ever been **convicted of a crime** involving any federal, state, or local law related to design or construction of a project?

Yes       No

4-6. At any time during the last five (5) years, has your firm or any predecessor to your firm, or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes       No

4-7. Is your firm currently the debtor in a bankruptcy/insolvency case under federal or state law?

Yes       No

4-8. Was your firm or any predecessor to your firm, in bankruptcy any time during the last five (5) years? (This question refers only to a bankruptcy action that was not described in answer to question 4-7, above).

Yes       No

- 4-9. In the last five (5) years, has your firm or any predecessor to your firm, been denied an award of a contract relating to any public project or public works based on a finding by a public agency that your firm was not a responsible bidder?  
 Yes       No
  
- 4-10. Within the last five (5) years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?  
 Yes       No
  
- 4-11. Has a contract or assignment relating to audio visual design services to which your firm was a party been terminated for your firm's default?  
 Yes       No
  
- 4-12. Has a contract or assignment relating to audio visual design services to which your firm was a party been terminated for the convenience of the Project owner?  
 Yes       No

**5. AUDIO VISUAL DESIGN SERVICES EXPERIENCE**

- 5-1. On a separate attachment, identify each California K-12 School District, California Community College District or University Project for which your firm provided audio visual design services within the past three (3) years. For each Project identified, specifically provide information of: (i) the K-12 School District, Community College District or University owner of the Project; (ii) the Owner's Representative, along with telephone/fax numbers and email address; (iii) the Project Architect and (iv) a description of your firm's involvement in the project (design, implementation, etc.).

**6. CERTIFICATION**

I, the undersigned, certify and declare that I have read all the foregoing answers to this Qualification Statement and know their contents. The answers stated in response to the Qualification Statement are true of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

I, the undersigned, certify and declare that I am duly authorized and have the legal authority to bind the Respondent on whose behalf I am signing.

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)