



REGIONAL DISTRICT OF BULKLEY-NECHAKO

REQUEST FOR PROPOSALS

for the

Board Room Technology Upgrades Project

2021-RDBN-BRDRM

Request Issued: April 9, 2021

Closing Date: May 7, 2021

Time: 3:00 PM, PST

**Regional District of Bulkley-Nechako
PO Box 820, 37 Third Avenue
Burns Lake, B.C. V0J 1E0**



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DEFINITIONS

“CONTRACTOR or CONSULTANT” means the Proponent whose Proposal has been accepted by the Regional District and is awarded a contract by the Regional District to carry out the Work.

“PROPONENT” means the responder to this RFP.

“PROPOSAL” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“RDBN” means the Regional District of Bulkley-Nechako.

“RFP” means this Request for Proposals.

“WORK” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

1. INTRODUCTION

The Regional District of Bulkley-Nechako is requesting the submission of proposals from qualified firms to provide and install audio visual equipment in the Boardroom.

1.1. PROJECT DESCRIPTION

The RDBN is requesting the submission of proposals from consultants with proven experience, preferably in similar board room settings, for the installation of new equipment to upgrade audio quality and introduce video recording and streaming capability in the Boardroom.

The work will include new speaker and microphone units at each station in the Boardroom, a user-friendly “controller” station, and software (including phone line integration). The mics will auto track to the person speaking and will be managed from the controller’s seat. The addition of video equipment will auto track to speaker, as well as pan to the gallery.

This new equipment will allow for recorded and or live streamed board meetings. The system will include advanced discussion and voting capabilities that will enhance the productivity before, during, and after board meetings, and will integrate into the new interactive whiteboards that have been installed in the room.

The consultant will provide a complete project budget including costs for equipment and programming, installation, and user support services (minimum one year).



1.2. BACKGROUND

The Boardroom is located in the Regional District of Bulkley-Nechako office at 37 Third Avenue, Burns Lake, BC.

The last update to the RDBN audio equipment was in 2007. The current system is no longer meeting the needs of staff and board and specific technology deficits result in lack of clarity and communication. There is currently no visual technology in the board room. Also, COVID-19 necessitated many adaptations to traditional meetings.

The Boardroom is also used as an Emergency Operations Centre (EOC) when needed. This includes computers and phones being set up at each station for the duration of the EOC.

Due to the COVID-19 pandemic the staff and Board have had to introduce different meeting formats, such as virtual meetings, to accommodate the Public Health Orders. For in-person meetings, the Boardroom was fitted with plexi-glass barriers between each station, which has impacted sound quality in the space.

1.3. EXISTING ENVIRONMENT

Boardroom

The boardroom consists of a large u-shaped board table that faces a row of staff/delegate seating. Behind the staff/delegate seating is a gallery seating area.

There are a total of seventeen (17) spaces around the board table for board members and staff. Each space is separated by plexi-glass barriers.

There are three (3) staff/delegate spaces at the end of the board table that are also separated by plexi-glass barriers. These three (3) spaces each seat two people; however, during the COVID-19 pandemic the seating is limited to one (1) person per space.

See Appendix "B" – Boardroom Floor Plan

Equipment

Each space in the boardroom is equipped with a corded microphone and speaker combination unit. There are no other microphones in the room.

There are eight (8) speakers in the ceiling that run the length of the boardroom. Four (4) on each side of the room.

There is a large drop-down projector screen at the end of the room. The current projector, that will be replaced, is mounted on the ceiling in the centre of the room, and connection ports can be found at the staff/delegate spaces.

There are three (3) newly installed interactive whiteboards. One located at the head of the board table and one on either side of the board table.



There is a storage cupboard at the back of the room (behind the gallery) that houses the audio control equipment.

The new audio-visual equipment must integrate with the following equipment in the boardroom:

3 x Interactive Whiteboard

Make: RICOH

Model: D8600BK

See Appendix "C" – Boardroom Images

2. PROJECT REQUIREMENTS, SCHEDULE AND GENERAL REQUIREMENTS

2.1. PROJECT REQUIREMENTS

- The design will replace the existing twenty (20) desk microphones located around the board table and staff/delegate table, and the addition of three (3) microphones at the staff/delegate table. Wired option is preferred due to its reliability; however, wireless options with demonstrated consistent performance may be considered.
- The proposal must include new speakers that will be installed around the room and at stations to ensure sound is delivered effectively.
- Purchase and install network cameras that will adequately capture the entire board table and the ability to switch views (e.g. zoomed in on a specific speaker, etc.) is preferable. Images must be captured in high definition (1080p) or higher.
- Purchase and install new projector. Projector must be 4K High Image with Extra Bright Projection to display on the already installed twelve (12) foot screen. Wiring of one (1) HDMI 4K cable from projector to staff/delegate space.
- The proposal will include all equipment necessary for capturing the audio and video feeds from the Boardroom.
- All AV equipment must be serviceable by the provider. Warranty information must be provided with the supplied proposal.
- The proposal will include the replacement of the existing equipment with new products that are compatible with the boardroom interactive whiteboards.
- All equipment will be installed in a professional manner, properly dressing in all cabling.



- Live streaming capability is required. The system must be able to integrate with services such as Microsoft Teams and Zoom so that participants can join meetings by video or teleconference.
- Phone line integration is required. The system must be able to accommodate participants calling into a meeting with a landline or cellular phone.
- The system will be tested and adjusted until the RDBN's needs are met.
- A comprehensive training session for several RDBN staff, both technical and non-technical.

2.2. SCHEDULING

Proponents will provide a proposed project schedule indicating the tasks and deliverables. Important milestones for the project include the following:

Activity	Proposed Completion Dates
RFP Closing	May 7, 2021
Award of Project	May 28, 2021
Project Completion	August 31, 2021

The above timelines are subject to change at the sole discretion of the RDBN and in accordance with this RFP. In the event that a change is made to any of the above dates prior to the RFP Closing Date, the RDBN will post any such change on BC Bid, if applicable.

2.3. GENERAL SERVICES

It is anticipated that the successful Proponent, along with any required sub-consultants, will provide the following general services as a minimum:

- Work collaboratively with RDBN staff.
- Assist the RDBN on warranty and guarantee claims and provide troubleshooting services after installation on an as required basis.

2.4. SAFETY PROCEDURES

Prior to the start of the project, the successful Proponent is required to supply the RDBN with their safety procedure manuals. At this time the Proponent will also be informed of the RDBN's safety requirements. During the progress meetings, safety issues must be discussed and addressed.

Safety procedure manuals must include COVID-19 safety measures that fall in line with current British Columbia Public Health Officer's orders and restrictions.



3. INSTRUCTIONS TO PROPONENTS

3.1. SUBMISSION OF PROPOSALS

Proposals will be accepted in hardcopy or electronically.

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the RFP project title, and be addressed to the following:

**Regional District of Bulkley-Nechako
Attention: 2021-RDBN-BRDRM
Box 820, 37 3rd Avenue
Burns Lake, BC V0J 1E0**

Or Via email to: BID@rdbn.bc.ca

Proposals must be received on or before the Closing Time of:

**TIME: 3:00 PM, PST
DATE: May 7, 2021**

It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy.

Email: **BID@rdbn.bc.ca**

Hard copy: **Regional District of Bulkley-Nechako
Attention: 2021-RDBN-BRDRM
Box 820, 37 3rd Avenue
Burns Lake, BC V0J 1E0**

It is the Proponent's sole responsibility to ensure the revisions are received by the RDBN prior to the Time of Closing.

Proposals received after the Closing Time will not be accepted or considered and will not be returned.



3.2. INQUIRIES

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP or having doubts as to the meaning or intent of any provision, should immediately notify the Regional District project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the Regional District. All Addenda is to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between the Regional District directors, trustees or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

4. **GENERAL TERMS OF PROPOSAL PROCESS**

4.1. PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the Regional District, or any of its member municipalities, will be accepted. The Regional District shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

4.2. PROPOSAL CONTENT

Content to be included in the Proposal at a minimum includes:

- Full name, address and telephone number of the submitting company of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- Project Manager:
The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the Regional District. State their position and professional discipline. Describe the work to be performed by the project manager, their qualifications and substantive experience directly related to the proposed Work.



- Statement of Understanding:
In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP.
- Methodology:
The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget and to ensure quality control. Discuss how each task will be carried out and what services or interaction is required from/with the Regional District. Suggest alternative, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures which your company may use relevant to the required services.
- Project Schedule:
The Proposal is to include a detailed schedule with dates for deliverables and key project milestones.
- Estimate of Costs:
The Proposal is to include a detailed cost estimate for all tasks related to the proposed scope of work. Costs are to include all expenses, including materials, fees, sub-consultant expenses and disbursements.

Prior to commencement of tendering and/or construction services, the proposed costs will be reviewed and agreed upon by both parties.

A schedule of hourly rates for all personnel proposed, equipment and disbursement rates for the project shall be included in the Proposal. Ensure sufficient detail is provided to facilitate evaluation of level of effort by task and cost.

Fee Estimates must include all applicable taxes but show taxes as separate items.

- References:
The Proposal shall provide no less than three (3) references that are relevant to the proposed Work. The references should be from a party who can provide information about the performance of the Proponent in delivering services for the experience cited.
- Insurance:
The Proposal shall include information regarding insurance protection, specifically:
 - Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - include the RDBN as an additional insured,
 - be endorsed to provide the RDBN with 30 days advance written notice of cancellation or material change, and



- include a cross liability clause.
- Professional Liability Insurance – Amount and Expiry Date
- WorkSafeBC certificate of compliance

4.3. PROPOSAL INNOVATION

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, reduced risk, improved management or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

4.4. PROPOSAL PRESENTATION

The Regional District reserves the right to request one or more of the Proponents whose submissions are of particular interest to the Regional District, to make an oral presentation to the Regional District.

4.5. PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of the Regional District and will not be returned to the Proponent. The Regional District will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Regional District is a “public body” as defined in and subject to the provisions of the Freedom of Information and Protection of Privacy Act.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- Trade secrets of the Proponent;
- Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.



Budget and Timeline

The budget must include costs for:

- Audio and visual equipment
- Installation of audio and visual equipment
- Programming
- System training
- User support services (minimum of one year)

Payment schedule be determined by the RDBN and Contractor.

The work must commence upon signing of the agreement and be complete by August 31, 2021.

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the RDBN, or any of its member municipalities, will be accepted. The RDBN shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

Timelines:

Completion Date	Activity	Method
April 9, 2021	RFP Issued	Email
April 21, 2021	Last date to submit RFP questions to RDBN	Email
April 28, 2021	Answers to submitted questions sent to all proponents	Email
May 7, 2021	RFP Deadline	Email
May 28, 2021	Notification successful proponent	Email/Phone
TBD with successful proponent	Site visit with RDBN Staff	In-Person
TBD with successful proponent	Project works	In-Person
No later than August 31, 2021	Final Inspection by RDBN Staff	In-person

4.6. CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

4.7. NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no



person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

4.8. LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Regional District in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

4.9. SUB-CONTRACTORS AND SUB-CONSULTANTS

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of the Regional District. If the Regional District so requires, the Proponent shall be prepared to confirm to the Regional District the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

4.10. WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a WorkSafeBC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with WorkSafeBC.

4.11. PROPOSAL EVALUATION

The Regional District recognizes that "Best Value" is the essential part of purchasing a product and/or service and therefore the Regional District may prefer a Proposal with a higher price, if it offers greater value and better serves the Regional District's interests, as determined by the Regional District, over a Proposal with a lower price.



Appendix "A" contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix "A", and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

The Regional District, at its sole discretion, reserves the right to:

- reject any or all Proposals whether complete or not;
- reject any Proposal it considers not in its best interests;
- waive any minor irregularity or insufficiency in the Proposal submitted;
- not be liable for misunderstandings or errors in the Request for Proposals;
- issue addenda to the Request for Proposals;
- contact references provided by the Proponents;
- retain independent persons or contractors for assistance in evaluating Proposals;
- request points of clarification to assist the Regional District in evaluating Proposals;
- negotiate changes with the successful Proponent;
- award separate contracts for separate work components; and
- withdraw the Request for Proposals.

4.12. NO CONTRACT

This RFP is not a tender and does not commit the Regional District in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Regional District by this RFP or submissions prior to the completed execution of a formal written Contract.

4.13. ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made via phone call and in writing from the Regional District and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with the Regional District to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with the Regional District will contain the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.



APPENDIX “A” – PROPOSAL EVALUATION FORM

Proponent's Name: _____			
Project Title: Board Room Technology Upgrades Project			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Sub-consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Maximum or upset fee included		
	Complete proposal as requested		
	Proposal received prior to closing		
Step 2:		Points	
Proponent (30 points)	Qualifications of firm and project team members		
	Experience of firm and project team members		
	Past Performance / References		
	Resources		
Proposal (40 points)	Statement of Understanding		
	Methodology		
	Scheduling		
	Project Team - Level of Effort		
	Clarity of Proposal		
Price (30 points)	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (20% weight)		
Total Score	Proponent + Proposal + Price Scores		

RFP Evaluation Procedure:

1. Requests for Proposals (RFP's) shall be reviewed by an Evaluation Team, which shall consist of at least two RDBN staff members.
2. Each Evaluation Team member shall complete the RFP Evaluation Form for each Proposal.
3. Evaluation Team Members will use the following list of questions to complete the RFP Evaluation Form:



Proponent Evaluation

- (i) **Qualifications of Firm and Project Team Members**
Are the firm and project team members specialized and qualified in the nature of the project work?
- (ii) **Experience of Firm and Project Team Members**
Has the firm completed similar projects during the last three years? Do the assigned project team members have experience with similar projects?
- (iii) **Past Performance**
Is the firm's record of past performance sound? Do reference checks reveal weaknesses? Was an abnormal level of monitoring required? Does the firm consistently complete assignments on time and within budget?
- (iv) **Resources**
Does the firm have ample resources (e.g. staff, equipment, etc.) to apply to this project?

Proposal Evaluation

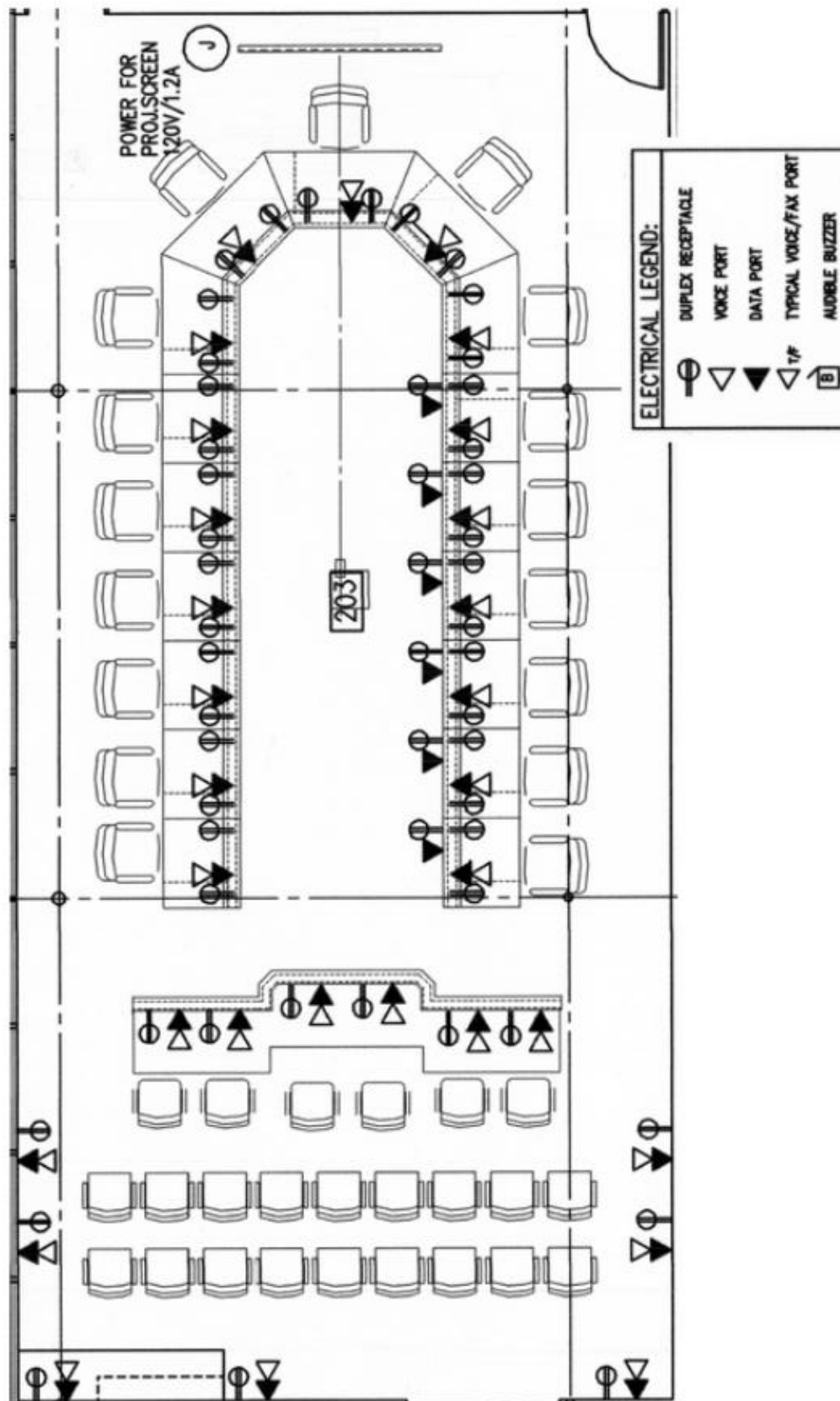
- (i) **Statement of Understanding**
Do the objectives, scope, work plan, and prediction of results comply with the terms of reference and project objectives?
- (ii) **Methodology**
Is the methodology clear and in sufficient detail to cover all necessary aspects? Does the Proposal reflect the required understanding of the project? Is each task clearly outlined and in logical sequence?
- (iii) **Scheduling**
Does the Proposal indicate that the achievement of objectives will be met according to an acceptable schedule? Are they within the timelines set by the terms of reference (if outlined in the terms of reference)? Are problems or delays accounted for? Is timing realistic for the project?
- (iv) **Project Team**
Is the level of effort (total hours) adequate, low or high? Are the hours of professionals involved adequate, low or high? Is the proportion of professional vs. technical hours adequate or appropriate?
- (v) **Clarity of Proposal**
Is the Proposal clear, concise, and logical?

Price Evaluation

- (i) **Total Project Price**
4. Upon completion of Step 2, the Evaluation Team shall determine, by consensus, the score for each Proposal and will forward these scores to the Board for its consideration to select the successful Proponent.



APPENDIX "B" – BOARDROOM FLOOR PLAN





APPENDIX "C" – BOARDROOM IMAGES

Full room from gallery



Full room from top of Board Table (looking left)





Full room from top of Board Table (looking right)



Equipment cabinet (located in gallery area)





Board Table station (17 total)



Staff and Delegate station (3 total) These spaces each seat two (2) people; however, during the COVID-19 pandemic the seating is limited to one (1) person per space.

