

**Request for Qualifications for
Audio/Visual Engineering Services
The LeGrand Center, Cleveland County, NC**

Summary

The LeGrand Center is seeking statements of qualifications from firms capable of providing Audio/Visual consulting and engineering services to plan and design a system update for the LeGrand Center.

Background

The LeGrand Center (a Department of Cleveland County, NC) is a conference center in Shelby, NC. The conference center is comprised of a divisible large ballroom, conference rooms and commons areas. The LeGrand Center was built 8 years ago.

Applicants

Qualified applicants must have an extensive background in the audio/visual field, specifically dealing with conference centers or similar large applications. Applicants must provide information to demonstrate the firm's experience in the category of service(s).

Information

The purpose of the Request for Qualifications (RFQ) is to qualify a firm to provide The LeGrand Center consulting and design (including time frame) work for replacing part/all of the audio/visual equipment and associated controls at the conference center. It is anticipated that the LeGrand Center will enter into a contract with a firm to identify components and infrastructure to meet the needs of the clients and guests of the conference center, along with how best to implement and anticipated costs.

Scope of Work

The County is seeing the services of qualified firms or an individual(s) with extensive knowledge and background in the audio/visual field. These services should potentially include but are not limited to:

- Comprehensive audio/visual consulting
- Large scale audio/visual planning and implementation management
- Conference Center audio/visual trends and best practices
- Audio/Visual design in configurable space

Experience and/or capability may be required in any of the following subjects:

- Corporate-Social Audio/Visual management and operation
- Configurable Audio/Visual systems design and implementation

Note: While it is not required that a firm or individual(s) be experienced in all of the above areas, a successful firm/individual(s) may need access to this expertise through subcontractors or other arrangements as approved by the County.

Requirements for Submission and Format

The following guidelines must be followed in the preparation and submittal of the applicant's statement of qualifications. Complete responses to each of the following categories are required.

All submittals must contain the following information and follow the prescribed format. Failure to comply with the requirements of the RFQ may result in rejection of the submission.

1) Format

Submittals shall be made on 8 ½" x 11" paper, side bound. The package submitted shall not exceed fifteen (15) sheets (30 pages double-sided). Front and back covers and cover letter are excluded from these totals.

2) References

Applicants must provide a list of projects that demonstrate the applicant's skills and capabilities in the category(s) of services. Please include the project name, location, client contact name and number, and a brief description of the project.

3) Project Management

Applicants must provide a proposed organizational chart for services to be provided to the LeGrand Center. Include resumes of key professional staff anticipated to work on the LeGrand Center project. Detailed information on the staff's experience in the audio/visual field and knowledge of the industry should be included.

4) Schedule of Fees

All applicants must submit a schedule of fees for personnel categories that may be involved in the scope of work and for reimbursable expenses.

RFQ must be received in our office by October 15, 2019 by 3:00pm. Late responses, regardless of delivery means, will not be accepted.

Qualifications Submittal

Applicants needs to send five (5) copies of qualifications. Three options to send: by email, hand delivered or mailed.

Email copies to: kim.lester@clevelandcountync.gov

Hand delivered:

Cleveland County Purchasing Department
2nd floor
311 E. Marion Street
Shelby, NC 28150
Attn: Kim Lester

Mailed copies:

Cleveland County Purchasing Department
Kim Lester
PO Box 1210
Shelby NC 28151

Selection Process

The selection process will involve three stages:

Stage One: Qualifications

The LeGrand Center Director will appoint a Selection Committee to evaluate responses to the Request for Qualifications and determine the most qualified applicants. An RFQ Package will be sent to firms identified by the LeGrand Center who have previously expressed interest in being considered for providing audio/visual consulting, engineering and design services. The RFQ will be put on the Cleveland County website and the RFQ will be sent to other upon request. Upon receipt of the packages from respondents, Selection Committee members will review and select ("short-list") for further consideration those firms that appear to be most favorable to provide services to the LeGrand Center.

Stage Two: Interviews

If needed, separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications. Following the interviews, the Selection Committee will forward their written recommendations to the County Manager's Office for approval.

Stage Three: Final Selection

Following the County Manager Office approval to begin negotiations with a specific firm, the LeGrand Center will initiate contract negotiations. After successful negotiations of specific contract terms, conditions, fees, etc. with the selected firm, the proposed contracts will be forwarded to the appropriate staff for approval.

Evaluation Criteria

The following criteria will be the basis on which consultants will be selected for further consideration:

1. Resources, experience and knowledge of the firm in audio/visual consulting, engineering and design work.
2. Appropriate qualifications and expertise of key personnel staff in audio/visual in large space applications
3. Adequate staffing capability and current workload of the proposed consultant team.
4. Quality and completeness of response to RFQ
5. Proposed hourly rates for professional services
6. Expertise in specific areas of audio/visual systems
7. Performance history of the firm and its staff members
8. Other factors as determined by the Selection Committee to be appropriate for the selection process.

The above listing does not indicate the order of importance. The Selection Committee shall establish a priority ranking for the final list of criteria for the project.

General Comments

- A. Any cost incurred by the respondents in preparing or submitting a response to the RFQ shall be the respondent's sole responsibility.

- B. All qualification responses, inquiries or correspondence relating to this RFQ will become the property of Cleveland County when received and will not be returned.
- C. Cleveland County reserves the right to accept or reject any submittals.
- D. Cleveland County reserves the right to award contracts as it deems will best serve its interests, including award of the services being sought to one or more of the applicants.
- E. Respondents are requested to refrain from contact with the Selection Committee members.
- F. Any questions regarding the RFQ should be directed to Jason Falls at Jason@TheLeGrandCenter.com