

BOARD MEETING DATE: September 4, 2015

AGENDA NO. 11

**PROPOSAL:** Authorize Purchase of Audio-Visual System Upgrades in the Hearing Board and GB Rooms

**SYNOPSIS:** On April 3, 2015, the Board approved release of an RFP to select a vendor capable of upgrading SCAQMD's audio-visual systems in the Hearing Board and GB rooms at the Diamond Bar headquarters. Due to the audio-visual limitations in both rooms, SCAQMD is seeking a contractor capable of implementing the SCAQMD's engineering design, providing the required audio-visual functionality in both rooms. As a result of successful responses to this RFP, Digital Networks Group, Inc. was identified as the most capable and qualified vendor to provide the audio-visual system upgrades in the Hearing Board and GB rooms. This action is to approve purchase of these services from Digital Networks Group, Inc. Funds (\$339,676) are available in the FY 2015-16 Budget.

**COMMITTEE:** Administrative, July 17, 2015; Less than a quorum was present; the Committee Members concurred that this item be approved by the Board.

**RECOMMENDED ACTION:**

Authorize the Executive Officer to execute a contract to purchase audio-visual system upgrades from Digital Networks Group, Inc. in the amount of \$339,676 from the Infrastructure Improvement Fund (Fund 2).

Barry R. Wallerstein, D.Env.  
Executive Officer

JCM:MAH:RG:AT:agg

---

**Background**

On April 3, 2015, the SCAQMD released RFP #P2015-22 for Audio-Visual System Upgrades in the Hearing Board and GB Rooms. The purpose of the RFP was to solicit

proposals from qualified firms to upgrade SCAQMD's audio-visual systems in the Hearing Board and GB rooms at its Diamond Bar headquarters. Due to the audio-visual limitations in both rooms, SCAQMD is seeking a contractor to implement the SCAQMD's engineering design, upgrading the existing audio-visual systems. This turnkey project includes the purchase, installation (with minimal downtime), test, and deployment of the new cost-effective, state-of-the-art, audio-visual systems.

SCAQMD headquarters' conference center includes the Hearing Board Room (a quasi-judicial hearing chamber) and Conference Room GB (large conference room with a capacity of approximately 200, with movable tables and chairs that can be configured to meet various needs). The conference center is primarily used by SCAQMD staff, but is also used by a number of outside agencies. The conference center just underwent a major audio-visual system upgrade, which primarily involved the Auditorium, A/V Control Room, and Conference Center Room CC8. During this upgrade, additional enhancements were identified for Conference Room GB and the Hearing Board Room to allow expanded utilization of the rooms under a variety of circumstances.

The Hearing Board Room lacks video recording capability, and lacks the ability to webcast hearings in progress. Conference Room GB lacks video recording capability, has an inadequate size display at the front of the room, lacks webcast capability, lacks video conference capability, and has an inadequate sound system for the room in numerous usage scenarios.

### **Outreach**

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

### **Bid Evaluation**

Twenty-five copies of the RFP were mailed out and seven vendors attended the mandatory bidders conference held on April 21, 2015. Two bids were received in response to the RFP when final bidding closed at 1:00 p.m. on June 4, 2015. Both vendors were local businesses; neither was a women-owned business enterprise; certified minority-owned; disabled veteran-owned, or non-certified minority-owned business enterprise.

The panel evaluated the two proposals based on criteria specified in the RFP, which included completeness of response, cost, understanding of the requirements, contractor qualifications, and references regarding past experience.

The Attachment reflects the evaluation of the bids and the respective ratings. One of the proposals was deemed non-responsive because they did not include a three-year maintenance contract, and other components that were specified in the RFP.

**Panel Composition**

The five-member evaluation panel consisted of a Design Consultant from TECADS, Inc., a Senior Clerk of the Boards from the Executive Office, and three staff from Information Management: an Audio-Visual Specialist, and two Telecommunications Supervisors. Of the five panelists, one is Asian, three are Caucasian, and one is Hispanic; four are male and one is female.

**Resource Impacts**

Funds for this project were approved by the Board as part of the Fiscal Year 2015-16 Budget and are available in the Infrastructure Improvement Fund (Fund 2).

**Attachment**

Evaluation of Respondents to RFP #P2015-22

## ATTACHMENT

### Evaluation of Respondents to RFP #P2015-22

Two proposals were received in response to this RFP: a complete bid package from Digital Networks Group, Inc. (DNG), and a non-responsive.

#### Standard Services Criteria (70 points maximum)

	Proposer
	DNG
Panel Average	70

#### Cost (30 points maximum)

	Proposer
	DNG
Bid Amount	\$339,676
Panel Average	30

#### Additional Points (15 points maximum)

	Proposer
	DNG
Low-Emission Vehicle Business Points (Maximum = 5)	5
Local Business (Non-EPA Funded Projects) Points (Maximum = 5)	5
Off-Peak Hours Delivery Business Points (Maximum = 2)	2
Panel Average	12
<b>Total Points</b>	<b>112</b>