



# REQUEST FOR PROPOSAL

Courthouse Addition and Renovation  
(Structured Cabling, Wireless LAN, Audio/Visual and  
Security Systems Installation)

April 15, 2020

MIS Department  
45 Courthouse Drive, Building E  
Bolivia, NC 28422

# **Brunswick County Courthouse Renovation – Structured Cabling, WLAN, A/V and Security Systems Installation – Request for Proposal (“RFP”)**

## **1. Introduction and General Information**

### **1.1 Purpose**

Brunswick County is requesting proposals from qualified firms for the installation of structured cabling for data networking, a WLAN solution for wireless, an A/V recording solution, and security and alarm systems for the Brunswick County Courthouse located at 310 Government Center Drive NE, Bolivia, NC 28422. The existing courthouse will be renovated, and an addition will be constructed. The courthouse’s existing layout will be modified, and the work will be performed in phases. As such, it will require the temporary relocation of some users, phones and devices.

A more detailed Scope of Work is provided herein and in the Bid Documents. Any changes to the Scope of Work or any specifications will be made in the form of an Addendum to this Request for Proposal and will be supplied to all parties. Brunswick County will negotiate and refine a final Scope of Work with the selected Proposer. Brunswick County reserves the right to negotiate additional services with the selected Proposer at any time after the initial contract award.

### **1.2 About Brunswick County / Project Overview**

Brunswick County, NC is located in southeastern North Carolina. The County seat and courthouse is in Bolivia, NC. We are one of the fastest growing counties in the state with a population of over 130,000. Our existing courthouse is no longer of a suitable size or layout to accommodate the increase in population and is therefore being renovated. A new three story, 15,000 sf addition is being constructed and the existing 102,450 sf courthouse will undergo interior renovations to enlarge courtrooms and accommodate offices supporting the court.

### **1.3 Original RFP Document**

All stated terms, conditions, exhibits and other attachments in the original form of the RFP are to remain unaltered in respondents’ proposals. Each stated term and condition, exhibit and other attachments should be addressed in the response. Alternate proposals to the stated terms and conditions, exhibits and other attachments are to be stated in comparative relation to the original RFP requirements. Brunswick County reserves the right to reject any and all proposals.

### **1.4 Timeframes**

All proposals must be received by Brunswick County no later than 6/1/2020 at 3:00 PM. Proposals must be sent to Andy Byron as directed below. Brunswick County will not be responsible for the failure of any mail or delivery service to deliver a proposal prior to the stated date and time. Regardless of the manner of submission, any proposal received after the stated

date and time will not be considered. Incomplete proposals or proposals inconsistent with the required format may be disqualified from consideration.

Work should be scheduled to begin as soon as practicable after contract execution and as per the general contractor's schedule provided in the Bid Documents. Project should be completed by a date that coincides with the general contractor's schedule. A walkthrough is scheduled for 5/6/2020 at 9:00 am. In accordance with CDC guidance on COVID-19, multiple walkthroughs may be required in order to ensure adequate social distancing. Attending the walkthrough is required for submission of a proposal. Please RSVP by 5/1/2020 to [courthouse.rfp@brunswickcountync.gov](mailto:courthouse.rfp@brunswickcountync.gov) if you plan to attend the walkthrough. Brunswick County will contact all potential contractors prior to 5/4/2020 if multiple walkthroughs are required. Questions are due by 5/13/2020 and must be submitted via email. Responses will be provided to all Proposers by 5/20/2020.

### **1.5 Professional Expectations**

The Proposer acknowledges that Brunswick County will rely on Proposer's ability, expertise and knowledge to provide a comprehensive solution for Brunswick County in accordance with the Scope of Work and specifications. The Proposer shall be obligated to exercise the highest standard of care in performing services. Also, the Proposer will direct its personnel to respect and abide by the authority of Brunswick County and/or its consultants on all matters related to the Proposer's operation at the project site, including but not limited to: use of site resources such as elevators and loading docks, and the coordination of same; connection to and use of utilities; safety issues; trash removal and site cleanliness; and site security.

### **1.6 Proposal Contents**

All proposals will follow proposed specifications as outlined in supporting documentation or similar systems with the same functionality. A complete list of all equipment proposed must be provided, specifying manufacturer and individual model numbers. All equipment and component parts furnished shall be new, meet the requirements stated herein, and be in operable condition at the time of delivery.

### **1.7 Warranty and Continued Support**

Proposer warrants that all goods furnished shall be free from all defects and shall conform in all respects to the technical specifications established by the County. Proposer shall submit with the proposal form a copy of the manufacturer's warranties against defects in materials and workmanship covering the goods and services proposed. Electronic products must have ongoing same day support provided.

### **1.8 Condition of Goods**

All goods shall be new and in no case will used, reconditioned or obsolete parts be accepted.

### **1.9 Delivery**

On-time delivery of goods and services is an essential part of the consideration. Upon notification of delivery delay, Brunswick County at its sole option, may cancel the order or

extend delivery times. Such extension of delivery times will not be valid unless extended in writing by an authorized representative of the County. To mitigate or prevent damages caused by delayed delivery, County may require Proposer to deliver additional quantity utilizing express modes of transport, and/or overtime, and all costs of same shall be the Proposer's sole responsibility. Brunswick County reserves the right to procure from alternate source, and/or refuse receipt of or return delayed deliveries, at no cost to the County.

#### **1.10 Time for Opening Responses**

Responses will be opened on 6/1/2020, at 3:00 p.m. Any responses received after the scheduled closing time will not be considered. Proposals submitted shall not be subject to public inspection until a contract is awarded.

#### **1.11 Evaluation Criteria**

Pursuant to North Carolina General Statutes §§ 143-129.8 and 143-135.9, Brunswick County will award the contract to the Proposer who it deems submits the best overall proposal. When evaluating proposals, Brunswick County will form an evaluation committee to consider a variety of factors. The criteria for the evaluation will be the expertise, customer support structure, training program for users, customer response record, and financial stability of the Proposer. The evaluation committee will also consider the following criteria, without limitation:

- 1) Flexibility and capability of the proposed system
- 2) References provided by the Proposer
- 3) Technical support offered by the Proposer
- 4) Modern, accepted practices
- 5) Engineering, design, efficiency and workmanship
- 6) Overall project costs
- 7) Maintenance costs
- 8) Availability of service and parts inventory
- 9) Operation costs
- 10) Delivery time
- 11) Warranties provided
- 12) Proposer's qualifications, experience, design skills and production capabilities
- 14) Completeness and appropriateness of response submitted with the County's stated goals
- 15) Performance based upon equipment quality and industry standards.

Proposals will be evaluated for conformance to the specification requirements. To be considered a responsive proposal, the Proposer must submit with the proposal documentation demonstrating Proposer's capability and experience in the design and implementations of similar systems.

The evaluation committee may initiate further discussions with Proposers it deems to fall within a competitive range. The evaluation committee's final recommendations will be based upon an analysis of the complete proposal submitted to the County. Brunswick County reserves the right to award a contract, based on the initial proposals received, without further discussion or negotiation.

### **1.12 Standard of Award**

After the evaluation committee has completed its review, the contract shall be awarded to the Proposer that Brunswick County deems to have submitted the best overall proposal. Brunswick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement even if the Board of Commissioners has formally accepted the recommendation. Brunswick County shall not be deemed to have finally selected a Proposer until a contract has been successfully negotiated and executed by both parties.

### **1.13 Sub-contracting**

Brunswick County is seeking entities with the ability to perform all services in the Scope of Work and according to the specifications. However, it recognizes the Scope of Work and specifications are broad. If a Proposer intends to use subcontractors to perform any services in connection with the project, the proposal must include the names of such subcontractors, their individual qualifications and the estimated percentage of work that each subcontractor is expected to perform. Brunswick County reserves the right to accept or reject any proposed subcontractor.

### **1.14 Supporting Documentation**

Copies of all Bid Documents, including construction plans, specifications and supporting documentation are available beginning on 4/15/2020 through 6/1/2020. This documentation must remain confidential and is not to be disseminated or shared without the written consent of Brunswick County. By acceptance of these documents the recipient acknowledges they are obligated and agree to abide by these terms. Documents must be requested by emailing [courthouse.rfp@brunswickcountync.gov](mailto:courthouse.rfp@brunswickcountync.gov) and are only supplied on a request basis due to security concerns.

## **2. Scope of Work**

### **2.1 Structured Cabling**

Single-mode fiber is needed between the courthouse MDF and IDFs as well as between the new addition and the 911 building. All strands should be terminated. Cat 6 plenum rated cable is required for data network drops. Patch panels should be installed along with 19" racks. All Cat 6 cables are to be terminated on each end using color code T568B. There will be three IDFs

needed in the new addition. Temporary relocation of users during phases of construction will be necessary. Cabling, as described in Courthouse IT Components Specifications Section 2.16. N., shall be utilized and installed per most recent codes and tested. Cabling in ceilings cannot be supported by the ceiling, must follow industry standard and manufacturers guidelines. All cables must be concealed in ceilings or walls wherever possible. When such concealment is not possible, cable must be within raceway/molding/conduit. Proper support and strain relief as needed. Racks must be braced to wall with ladder rack and properly grounded. Each 48-port CAT6 patch panel should be separated by a wire management panel. Vertical wire management must be installed on outside of rack. All patch panels, cables and other components must be labeled.

## **2.2 Security Camera Solution**

The security camera solution for the entire courthouse including the addition and exterior should meet the guidelines as described in supporting documentation.

## **2.3 Door Access**

An access system is required for doors as specified in supporting documentation.

## **2.4 Video Arraignment**

A videoconferencing solution to conduct video arraignments similar to existing system or greater.

## **2.5 Wireless Network**

Installation and configuration of a Meraki wireless LAN is required. The WLAN will support both 2.4 and 5GHz frequencies. Access points will be installed per manufacturer's instructions, using manufacturer provided mounting hardware. Wireless access points should be located and configured in such a way as to minimize or eliminate any radio interference. The wireless network will provide coverage to the entire building.

## **2.6 Courtroom A/V**

An a/v solution that supports recording is needed. This must include complete coverage of every courtroom.

## **2.7 Duress Alarm System (Panic Buttons)**

Duress alarm system as specified in supporting documentation.

***Proposers should refer to the Bid Documents and specifications for more detailed information. All work in Section 2 must coincide and be coordinated with the general contractor and in accordance with the general contractor's schedule.***

### 3. Proposal Preparation Guidelines

#### 3.1 Acknowledgement of Understanding

Proposer acknowledges that by submitting a proposal, it understands the RFP in its entirety, and in detail, including making any inquiries to Brunswick County as necessary to gain such understanding. Brunswick County reserves the right to determine, at its sole discretion, whether the Proposer has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Brunswick County.

#### 3.2 Guidelines

Proposer must configure and price its system design to satisfy all stated RFP requirements, including any and all system hardware and software elements necessary to satisfy a requirement. Where possible, costs should be delineated so that Brunswick County may select items for inclusion or exclusion. All products and solutions proposed for this RFP must be included at time the proposal is submitted to Brunswick County. Omissions will be deemed nonresponsive. Proposers may not provide material or information unrelated or not relevant to a specific RFP clause requirement. Alternate solutions, however, if presented in contrast to specifically stated requirements are acceptable.

#### 3.3 Inquiries

All communications between Proposers and Brunswick County must be submitted in writing. No oral questions will be accepted. Any inquiries or requests concerning interpretation, technical questions, clarification, or additional information pertaining to functionality shall be directed to:

Brunswick County MIS Department  
P.O. Box 249  
Bolivia, NC 28422  
Attention: Andrew Byron, Deputy Director, MIS  
E-mail: courthouse.rfp@brunswickcountync.gov

Proposers may not ask questions of other Brunswick County personnel. A violation of this provision is grounds for disqualification of the Proposer. All questions concerning the RFP must reference the RFP page number, section heading, and paragraph. The question(s) must be concisely stated and be numbered in sequential order. Answers will be returned as soon as possible. A copy of all questions, further clarifications and answers will be provided to all Proposers.

#### 3.4 Proposal Submission

All proposals must be mailed, or hand delivered to Andrew Byron by the date and time set forth above. Please include two (2) hardcopies and one (1) electronic copy via USB drive for review.

Mail:	Andrew Byron Brunswick County MIS P.O. Box 249 Bolivia, NC 28422
Hand Delivered:	Andrew Byron 45 Courthouse Drive Building E Bolivia, NC 28422

with the following sections:

#### **3.4.1 Company Overview**

Provide a brief overview of your company and the services offered including:

- A) Full legal name of the company
- B) Year the business was established
- C) Number of employees
- D) An outline of your current financial status
- E) An outline of your current partnerships
- F) List the qualifications and experience of the project manager(s) and other key personnel that will be working on the project
- G) Information A-D for all proposed subcontractors.
- H) Other pertinent information as described in Brunswick County Courthouse IT Components Specifications 1.05

#### **3.4.2 Proposer References**

Please provide information about your current clients, including:

- A) Total number of current clients
- B) A list of clients in the public sector
- C) Evidence of successful completion of a project of a similar size and complexity
- D) References: Please provide a reference list of at least three (3) clients.

#### **3.4.3 Pricing**

Price and discount schedules submitted by Proposer must be valid for a period of not less than ninety (90) days following the date of submission of the proposal. Proposers are required to state this guarantee or better in their proposal.

If pricing includes any promotional pricing, please include the expiration date of the promotion allowing Brunswick County an opportunity to take advantage of the promotional pricing if possible.

All support services for network related hardware must be for a period of three (3) years of 24x7 support with a 4-hour response time.

If the proposal identifies anything that must be added to any of the deliverables sections above to successfully complete the project, please add that to your proposal along with pricing and explanation(s).

#### **4. Other Terms and Conditions**

##### **4.1 Minimum Insurance Requirements**

Proposer must procure and maintain in full force and effect during the term of any agreement with Brunswick County the insurance coverages set forth in the Minimum Insurance Coverage Requirements as included in the Appendices and incorporated herein reference. Proposer must provide Brunswick County with a Certificate of Insurance as evidence that it meets the minimum requirements.

##### **4.2 Form of Agreement**

In addition to the terms and conditions contained in this Request for Proposal, by submitting a proposal, Proposer, if selected, agrees to enter into and be bound by the provisions of a Goods and Services Agreement as included in the Appendices and incorporated herein by reference. To the extent that any of the terms of this Request for Proposal and the terms of the Goods and Services Agreement conflict, the terms of the Goods and Services Agreement shall prevail. No work shall commence until an agreement has been fully executed by the parties.

##### **4.3 Proposer Expenses**

Brunswick County will not be responsible for any costs or expenses incurred by the Proposer in submitting a proposal or for any other activities associated with this procurement.

##### **4.4 Reservation of Rights**

In addition to other reservations of rights as set forth herein, Brunswick County reserves the right to reject, without prejudice or explanation, any or all proposals. Brunswick County reserves the right to waive informalities or technical defects in proposals or to amend the Scope of Work or specifications and request new proposals at any time prior to the award of a contract. All decisions of Brunswick County shall be final and binding. Brunswick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement even if the Board of Commissioners has formally accepted the recommendation.

# Courthouse Renovation – IT Components

## Acceptance of Terms

Company Name: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

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

I certify that all above listed information is correct and that I and my company will agree to meet or exceed all requirements as outlined in the Request for Proposal.

\_\_\_\_\_  
Name, Title (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date