

anthem[®]

Community Council, Inc.



REQUEST FOR PROPOSAL

September 14, 2022

ANTHEM Civic Center Audio/Visual replacement

Anthem Civic Building, 3701 W. Anthem Way, Anthem, Arizona 85086
Contact: Aaron Brown abrown@anthemcouncil.com
Work 623-742-6024 Cell 623-693-3512 please Text
Pre-Bid Meeting at 10:00 a.m. on September 27, 2022
Bids due by 5:00 p.m. on October 11, 2022

REQUEST FOR PROPOSAL

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REQUEST FOR PROPOSAL

ANTHEM Civic Center Audio/Visual replacement

SECTION I – BACKGROUND AND PROJECT DESCRIPTION

The Anthem Community Council, Inc. (ACC) is a nonprofit organization, governed by seven volunteer residents whom are elected by the residents and who serve as a board of directors. The organization has approximately 50 full time employees and 100 part time and seasonal employees who work to serve the community and carry out the directives of the Board. Anthem has a population of 27,000+ residents. The Anthem Civic Building serves as a place to gather for Residents and guests. Also serves as ACC and HOA office space.

Keeping with the integrity of the construction plans, ACC is requesting all bidders to approach the project in the most cost-effective manner by offering any value engineering ideas, as well as, a project schedule with the bid submittal.

Influencing Factors

It is important that the project results are consistent with the character of Anthem. Factors influencing the project include:

Quality of workmanship is key for longevity and maintenance of the Audio/ Video system

The Civic Building will continue to operate during the upgrade, so work should take place in a manner that is as least disruptive as possible to patrons and ACC staff.

This project will be funded through our Reserves, which is funded from Anthem resident dollars. Therefore, the ACC is budget-conscious and desires a quality product at the best price.

Basic Scope of work

Replace and upgrade sound system equipment technology to include:

- 1) Microphones wireless to be replaced and upgraded, desktop (18) & Hand held (5)
- 2) Microphone receiver total (20) and speakers total 31 (15 in main Community Room; 16 on 2nd floor)
- 3) Amplifier total is (1) on 2nd floor
- 4) Add Web Camera Setup for Zoom capabilities with new technology (2)
- 5) Replace and upgrade existing projector technology (1 in main Community Room and 1 in each conference room on 2nd floor)
- 6) Update existing drop down screens with new or current technology. (Community Room & Vision Room)
- 7) Controller interface via remote or apple pad (or the likes of) possible blue tooth.
- 8) Integrated above head microphone in drop ceiling

SECTION II - SCOPE OF WORK

The install team shall:

1. GENERAL

- a. Work with the project manager and ACC staff to finalize a project approach and timeline.
- b. Report to the Project manager throughout all phases of this project.
- c. Assist the ACC staff in establishing, monitoring and maintaining the project schedule and coordination
- d. Assist the ACC staff in establishing, monitoring and maintaining the project budget.
- e. Produce status reports and other documents and reports as required.
- f. Provide an insurance certificate including all insurance as outlined in Exhibit B of this RFP package.

2. BIDDING

- a. Market the project to potential subcontractor bidders, schedule subcontractor pre-bid site walk-thru, analyze bid results and make recommendations for awards.
- b. Provide a fixed lump sum price as requested by the ACC for all services to be provided under this project.

3. CONSTRUCTION

- a. Through personnel employed by the General Contractor and/or its subcontractors, perform all work, and provide all material, equipment, tools and labor, necessary to complete the work described in and reasonably inferable from the contract.
- b. Attend regular project meetings to maintain the project budget and schedule; attend any additional meetings as requested by the ACC; assist in setting meeting agendas.
- c. Maintain a safe and hazard-free construction area including maintaining viable work spaces for existing staff occupants – this includes providing advanced notification of any utility interruptions, etc.
- d. Maintain a current copy of all contract documents, drawings, specs, addenda, change orders, and other project correspondence and documents.

4. PROJECT CLOSE OUT

- a. Manage project close-out, including assisting in the final inspections, preparing a project punch list including the ACC's concerns and correct all the items indicated on the list prior to final acceptance.
- b. Provide all documentation required of the general contractor per the construction contract in a method acceptable to the ACC.
- c. Verify that all correspondence, shop drawings, submittals, directives, RFI's, record drawings, warranties and closeout paperwork are delivered to the ACC.
- d. Provide complete set of As-built drawings to the ACC.
- e. Verify that unused construction and "attic stock" materials are delivered to the owner.

SECTION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference for interested contractors will be held. .

September 27th 2022 at 10:00 AM in the main lobby of the Anthem Civic building located at 3701 W. Anthem Way, Anthem, Arizona. At this meeting, the installer and ACC staff will discuss the scope of work, general contract issues and respond to questions from the attendees.

SECTION IV – BID SUBMITTAL AND EVALUATION CRITERIA

The contractor selection will be based on pricing, overall qualifications and experience. Firms are required to submit the following information for review and consideration:

A. Pricing.

1. Provide a detailed line item breakdown of the base bid and alternates per plans and specifications using the Bid Form in this RFP package.
2. List any value engineering ideas including associated cost savings for consideration.

B. Experience and qualifications.

1. Identify at least three comparable projects in which the firm has served as general contractor. Ideally, at least one of these will be a project that occurred at a facility that was operating during the project.

For each project identified, provide the following:

- a. Description of the project
- b. Project's original contracted construction cost and final construction cost
- c. Construction dates
- d. Project owner
- e. Reference information

C. Understanding of the project and approach to performing the required services.

1. Outline the major issues your team has identified on this project and how you intend to address those issues including procurement of any long-lead materials/products.
2. Describe your firm's project management approach and team organization during upgrade. Describe systems used for planning, scheduling, estimating, and managing upgrade. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.

D. Local participation.

The ACC desires strong local participation in this project. Describe your firm's approach to maximize utilization of local resources, to include as a minimum, local suppliers, equipment providers, subcontractors, and laborers.

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit their bid with evaluation criteria **by 5:00 p.m. on October 11th 2022** electronically to:

Aaron Brown Assistant Project Manager
abrown@anthemcouncil.com
Work 623-742-6024 Cell 623-693-3512 please Text
Anthem Community Council, Inc.
3701 West Anthem Way, Suite 201
Anthem, Arizona 85086

SECTION VI - SELECTION PROCESS

At the conclusion of the selection process, the ACC will enter into contract negotiations with the firm and move forward with review of contract terms and execution. If the ACC is unsuccessful in negotiating a contract with the best-qualified team, the ACC may then negotiate with the second most qualified team and so on down the line until a contract is executed.

SECTION VII – GENERAL INFORMATION

Instructions. The ACC shall not be held responsible for any oral instructions. Any changes to these bid instructions will be issued in the form of an addendum, which will be furnished to all registered bidders.

Owner Rights. The ACC reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bids received, and to be the sole judge of the merits of the respective Bids and evaluation criteria received.

Payment for Submittal. The ACC does not commit to pay any costs for the preparation, presentation, or return of the submittal.

Release of Project Information. The ACC shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the ACC.

Contact with Owner Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, ACC employees, and ACC Consultants. This policy is intended to create a level playing field for all potential firms, assure that contract decisions protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Exhibit A

Proposal Signature Page

The undersigned hereby offers and agrees to undertake the Anthem Community Center Remodel Project, in compliance with all the terms and conditions, instructions, specifications, and any addendums or amendments contained in this Request for Proposal document and subsequent contract terms.

The bidder also certifies it is in compliance with all legal requirements pertaining to their business operations and as included in this document.

By submitting a Proposal, the Bidder certifies that it is aware of the Insurance requirements (Exhibit B) and will provide the required certificates of insurance if selected for this contract. Bidder also agrees to accept the Indemnification requirements (Exhibit B). The selected Contractor will also be required to provide a federal W-9 form.

Registrar of Contracting License Number(s) _____

Other License data, if applicable _____

Company Name

Signature of Authorized Person

Address

Printed Name

City, State, Zip

Title

Telephone Number

Email Address

The Officer hereby acknowledges receipt of and agrees this submittal is based on the following Addenda, if applicable.

Addendum # _____ Dated: _____

Addendum # _____ Dated: _____

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Exhibit B

Contractor's Insurance Requirements for the Anthem Community Center Remodel Project

1. Insurance companies should have an A.M. Best Company financial strength rating of at least A- / V.
2. Contractor shall name and include the Anthem Community Council (ACC) as ADDITIONAL INSURED on the following required policies and provide the ACC with copies of the certificates of insurance.

Employers Liability / Workers Compensation

\$1,000,000 each per accident / per disease / per employee disease

Business Auto Liability

\$1,000,000

Commercial General Liability

\$1,000,000 per occurrence

\$2,000,000 aggregate

Umbrella / Excess Liability (over auto, employers and general liability)

\$5,000,000

Indemnification Requirements

To the fullest extent permitted by law, the selected Contractor shall indemnify and defend the Anthem Community Council, INC., and all of its respective directors, officers, members, employees, agents and volunteers from any and all damages arising out of Contractor's work, including attorney fees, damages for bodily injury, sickness, disease, or death, and tangible property damage other than the work itself.