

**REQUEST FOR PROPOSAL  
FOR AUDIO VISUAL, LOW VOLTAGE CABLING AND SECURITY  
SYSTEMS  
PROCUREMENT AND INSTALLATION  
FOR**



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**TEXAS WINDSTORM  
INSURANCE ASSOCIATION**

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**4801 Southwest Parkway, Level 2 Suite 200  
Austin, TX 78735**

**Friday June 17<sup>th</sup>, 2022**

**Jones Lang LaSalle  
Project and Development Services  
1703 W 5<sup>th</sup> Street  
Suite 850  
Austin, TX 78703**



- I. PROJECT DESCRIPTION
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**Exhibit B** - *Insurance Requirements*

**Exhibit C** – *Project Schedule*

**Exhibit D** – *Construction Documents \*separate email as OneDrive link\**

**Exhibit E** – *TWIA Provided Security Detail*

**Exhibit F** – *TWIA Terms and Conditions to be executed at award*

**Exhibit G** – *Ethics Policy to be executed at award*



## I. PROJECT DESCRIPTION

The Texas Windstorm Insurance Association (TWIA) is an association of property insurers created pursuant to Chapter 2210 of the Texas Insurance Code. TWIA insures against losses due to windstorm and hail in certain designated areas of Texas.

TWIA has leased 31,456 RSF of space at 4801 Southwest Parkway, known as Parkway at Oak Hill. The space is second generation and has been leased in As Is conditions. TWIA will occupy this space with changes to the existing layout to meet their program needs. To minimize expense costs outside of the TI Allowance, all efforts will be made to reuse as much as possible within the existing conditions of Oak Hill, including partitions, ceilings, and MEP.

TWIA has requested an occupancy date by end of year 2022 to meet the lease expiration of their current space and new lease commencement date of January 1, 2023.

### PROJECT TEAM:

Client: Texas Windstorm Insurance Association

Client Representative: JLL Project and Development Services  
Kendall Kovar  
Kendall.Kovar@am.jll.com

Architect: Sixthriver

MEP Engineer: Hollingsworth Pack

Civil Engineer: Cude Engineers



## **RFP CRITICAL DATES:**

RFP DISTRIBUTION:	Friday 6/17/22
RFP RFI's DUE:	Thursday 6/23/22
RFP DUE:	Wednesday 6/29/22
AWARD:	Week of 6/11/22

## **PROJECT CRITICAL DATES:**

CONSTRUCTION MOBILIZATION:	8-12-22
SUBSTANTIAL COMPLETION:	11-24-22
FF&E INSTANTLLATION COMPLETE:	12-08-22
OCCUPANCY:	12-12-22

## **II. SCOPE OF SERVICES**

### **a. Audio Visual**

The Integrator's Proposal shall include, as a minimum, the following Scope of Services. The following scope items are intended to clarify, but not limit, the services proposed in response to this Request for Proposal:

#### **1. Programming, Design and Development Phase**

- Complete a full survey of the existing building conditions and take inventory of all existing equipment that is to be relocated and or utilized in the new space.
- Conduct interview(s) with end user(s) to determine and obtain the extent of the facility requirements.
- Prepare a program report, describing a summary of each audio-visual function in the program and how each will be used. List of all the audio, control, and display capabilities for present and future provisions.
- Prepare sketches as required to confirm deployment of space proposed, determine space requirements for all audio, audio-visual and television equipment, sight and projection lines, ceiling height requirements, etc.
- Submit an audio-visual summary report detailing all final power, HVAC and equipment loads, specifications of all equipment and other base building details for the contract documents relating to work to be performed.
- Provide design development drawings showing all conduit, power, reflected ceiling plan, elevations and section views.
- Prepare budgets of equipment, installation, and schedules.
- Attend "as needed" coordination meetings, no less than once a week throughout the design stages of the project.



## 2. Construction Document Phase

- Prepare specifications for all systems.
  - Coordination/Integration with Furniture
  - Detailed Design/Engineered Drawings/Solutions
  - Final Product Selection
  - Final Budget Development/Management
  - Construction Documents\*, to include but not be limited to the following:
    - Power requirements
    - TV & Mount Specifications for backing
    - Projection Screen Specifications – for power and framing
    - Equipment Rack Specifications and Locations Identified
    - Conduit Sizes, Pathways, Locations
    - Table Plate Specifications/Requirements
    - Control System Specifications/Locations of Wall Plates, if required
    - Cable Television Box Solution, if required
    - Camera Specifications/Mounting Locations, if required
    - Speaker/Microphone Locations, to coordinate with furniture/ceiling types
    - Equipment lists/specification to identify power and heat load requirements, if required
    - JBox locations
    - Cable pathways and management
    - All equipment specifications
- It will be the integrator's responsibility to include ANY and ALL ancillary parts/devices/equipment/labor/support materials, etc. for a fully functional AV infrastructure in the final, approved contract. All equipment procured through the AV integrator is to be new and currently manufactured. AV Integrator MUST be an authorized dealer for all major component equipment and parts. AV Integrator should make every effort to use standard parts.
- Schedule Management/Installation Plans: AV Integrator will be responsible for managing to the design, construction and installation schedule with appointed work streams. Ongoing meeting minutes and/or updates may be requested/required.
- Budget Management: AV Integrator will be responsible for determining solutions to the client's needs while maintaining the project budget and offering creative, value engineered solutions, as necessary to maintain the proposals as estimated in the initial RFP response.
- Code Compliance: AV Integrator is responsible for ensuring that any and all work complies with all federal, state and city of Austin statutes and codes. This includes electrical codes and all ADA requirements. The intent is that the electrician provides a recessed back box at all TV locations. AV Integrator will be required to coordinate with GC to find mounts that work with specified back boxes and comply with all local codes and ADA requirements.
- CD's to be coordinated with appropriate design team consultants, inclusive of MEP, Structural, Architectural to ensure a full set of construction documents. Attend "as needed" coordination meetings, no less than once a week throughout the design stages of the project.
- As-built drawings should be submitted to the Client upon the completion of the project. Drawings should utilize the latest AutoCAD version. Layering standards may be established at the Architects' discretion.

## 3. Contract Administration Phase



- Provide account management for the duration of the project. Communicate and/or attend meetings with Architect, Engineer, General Contractor, Client and other required persons to discuss, review and coordination issues. Provide communication with manufacturers on project related questions and details.
- Attend “as needed” OAC/construction meetings, no less than once a week throughout the construction phase.
  - Integration with GC, Electrician and FF&E Teams
  - BOX Walk – to verify electrical and infrastructure requirements are installed as needed and required based upon final design
  - Ongoing Site Observation/Confirmation of required needs
  - Knowledge of current project status and schedule changes, site conditions, unforeseen conditions
  - Punch Walk Coordination
- Project Management:
  - Provide a schedule with key milestones
  - Pre-Installation site survey
  - Coordinate any needed tasks by other trades that are essential to AV implementation
  - Establish the final punch list and timeline for completion
- Training: AV Integrator will provide ongoing virtual or in person training on provided systems, as needed, until client is comfortable with all installed systems.
- Testing: The AV systems will be tested and/or commissioned to ensure that all specifications are met.
- Labeling: All equipment, plans, ports, racks and all other components of the AV infrastructure should be labeled in accordance with an agreed upon labeling scheme prior to client occupancy. These plans should be submitted to the client in both electronic (flash drive, sharepoint site, dropbox, etc.) and hard copy, per the client’s request.
- Warranty: All equipment and labor should have a one-year warranty, at a minimum. Equipment warranties should be transferred to the client and included in all close out documentation.
- Insurance: Vendor is required to secure, pay for and maintain insurance during the construction and fixturing work within project client’s premises.

## **b. Security**

The Integrator’s Proposal shall include, as a minimum, the following Scope of Services. The following scope items are intended to clarify, but not limit, the services proposed in response to this Request for Proposal:

### 1. Programming, Design and Development Phase

- Conduct interview(s) with end user(s) to determine and obtain the extent of the facility requirements.
- Develop schematic system design.
  - Identification of the quantity, location and types of all interior and exterior devices for access and monitoring
  - Identification of associated LAN/WAN network architecture, power and cabling infrastructure as required by approved design
- Develop requirements and design for a Security Command Station Console for electronic security system administration, monitoring, processing, dispatch and notification if required
- Locate and mark all proposed security devices on a set of CAD floor plans furnished by Architect
- Coordinate with door and hardware schedule to ensure specified hardware is compatible with security system and Landlord standards.
- Prepare budgets of equipment, installation, and schedules.



- Attend “as needed” coordination meetings, no less than once a week throughout the design stages of the project.

## 2. Construction Document Phase

- Prepare specifications for all systems.
  - Detailed Design/Engineered Drawings/Solutions
  - Final Product Selection
  - Final Budget Development/Management
  - Construction Documents\*, to include but not be limited to the following:
    - Power requirements
    - Mount specifications for backing
    - Equipment Rack Specifications and Locations Identified
    - Conduit Sizes, Pathways, Locations
    - Control System Specifications/Locations
    - All equipment specifications
- It will be the integrator’s responsibility to include ANY and ALL ancillary parts/devices/equipment/labor/support materials, etc. for a fully functional Security infrastructure in the final, approved contract. All equipment procured through the Security integrator is to be new and currently manufactured. Security Integrator MUST be an authorized dealer for all major component equipment and parts. Security Integrator should make every effort to use standard parts.
- Schedule Management/Installation Plans: Security Integrator will be responsible for managing to the design, construction and installation schedule with appointed work streams. Ongoing meeting minutes and/or updates may be requested/required.
- Budget Management: Security Integrator will be responsible for determining solutions to the client’s needs while maintaining the project budget and offering creative, value engineered solutions, as necessary to maintain the proposals as estimated in the initial RFP response.
- Code Compliance: Security Integrator is responsible for ensuring that any and all work complies with all federal, state and city of Austin statutes and codes. This includes electrical codes and all ADA requirements. The intent is that the electrician provides a recessed back box at all Security locations. Security Integrator will be required to coordinate with GC to find mounts that work with specified back boxes and comply with all local codes and ADA requirements.
- CD’s to be coordinated with appropriate design team consultants, inclusive of MEP, Structural, Architectural to ensure a full set of construction documents. Attend “as needed” coordination meetings, no less than once a week throughout the design stages of the project.
- As-built drawings should be submitted to the Client upon the completion of the project. Drawings should utilize the latest AutoCAD version. Layering standards may be established at the Architects’ discretion.
- ACCESS CONTROL PERMIT required by vendor to coordinate and obtain.

## 3. Contract Administration Phase

- Provide account management for the duration of the project. Communicate and/or attend meetings with Architect, Engineer, General Contractor, Client and other required persons to discuss, review and coordination issues. Provide communication with manufacturers on project related questions and details.
- Attend “as needed” OAC/construction meetings, no less than once a week throughout the construction phase.
  - Integration with GC, Electrician



- BOX Walk – to verify electrical and infrastructure requirements are installed as needed and required based upon final design
- Ongoing Site Observation/Confirmation of required needs
- Knowledge of current project status and schedule changes, site conditions, unforeseen conditions
- Punch Walk Coordination
- Project Management:
  - Provide a schedule with key milestones
  - Pre-Installation site survey
  - Coordinate any needed tasks by other trades that are essential to Security implementation
  - Establish the final punch list and timeline for completion
- Training: Security Integrator will provide ongoing virtual or in person training on provided systems, as needed, until client is comfortable with all installed systems.
- Testing: The Security systems will be tested and/or commissioned to ensure that all specifications are met.
- Labeling: All equipment, plans, ports, racks and all other components of the Security infrastructure should be labeled in accordance with an agreed upon labeling scheme prior to client occupancy. These plans should be submitted to the client in both electronic (flash drive, sharepoint site, dropbox, etc.) and hard copy, per the client's request.
- Warranty: All equipment and labor should have a one-year warranty, at a minimum. Equipment warranties should be transferred to the client and included in all close out documentation.
- Insurance: Security vendor is required to secure, pay for and maintain insurance during the construction and fixturing work within project client's premises.

### III. ROOM TYPES/SPECIFICATIONS

Please reference Construction Documents for locations of equipment and cabling for AV, LVC and Security Systems. Pricing to be based on scope outlined including all relocated equipment specified in drawings. Upon award, vendor is expected to do a full review with the client for a room by room verification of the following:

#### Security

- Provide emergency panic button and entry door release, access below reception desk.
- Provide "intruder alarm" throughout entire suite.
- Provide ceiling mounted security cameras at noted locations.
- Install video door bell @ reception with door release (note, tenant provided).
- Provide alarm control panel and coordinate with MEP.

Note, please propose a system for Video Surveillance, Alarm and Building Access that represents the best solution to the requirements from TWIA as noted on Exhibit E.

#### Audio Visual

- Provide and install speakers and microphones to be ceiling mounted at noted locations.
- Provide and install ceiling mounted projectors at the noted locations.
- Provide and install Crestron room schedulers for noted locations.
- Install tenant provided Solstice Pod for noted locations.
- Install tenant provided TV monitors in noted locations.



Note, all tenant provided AV equipment existing within current tenant's space. Proposal must include labor to relocate items.

### **Low Voltage Cabling**

- Install cabling and data drops per construction documents.
- Install cabling from perimeter or core locations into furniture systems.
  - o Assume 2 data ports per workstation
- Provide network cable from DMARC into 2 post rack within IDF room
  - o Provide 2 post rack for IDF room
- Design layout and provide WAP locations throughout space.
- Fire wall will be dropped and WAPs will need to be compatible with wireless controller.
  - o WAPS will need to be compatible with FortiGate-101F

### **ADDITIONAL SCOPE TO BE INCLUDED IN PROPOSAL:**

#### **IV. PROPOSAL GUIDELINES**

By participating in this RFP process, AV Integrator confirms that all local building and electrical codes will be adhered to, during the course of the design, installation and final close out.

The contractor should address, at a minimum, the following in their proposal:

1. Brief overview of your company's history, from the company's inception through its current operations.
2. Provide bios of the proposed individuals who will be permanently or partially assigned to the proposed project. If any sub-contractors are going to be utilized on this project, please identify who and their certification levels for the proposed manufacturer products.
3. Describe in detail your project approach, assigning proposed critical dates for major milestones that accommodate the schedule. By responding to this RFP you are committing to the installation dates as noted in the provided project plan. All training and commissioning is to be complete with the Client prior to occupancy.
4. Confirm associated specifications and show visuals of products by means of cut sheets or photo/image.
5. Provide a **proposal per discipline (AV, Security LVC)**, noting total materials, labor, design, project management, sales tax, etc. showing a full cost proposal for the overall project.
6. Please note if there is any multi scope discounts available.

Proposals and prices must remain valid through the proposed project completion – fluctuation in labor and/or materials will not be re-negotiated at any time.

All labor costs MUST assume compliance with proposed FF&E installation durations and dates as noted in the provided schedule. By responding to this RFP you are committing to the dates as noted in this RFP and project plan.

