


**ORDER: AUTHORIZE PROPOSAL FROM RWA FOR AUDIO VISUAL SYSTEMS
DESIGNED AND CONSULTING FOR RFQ DOCUMENTS OF COURTHOUSE
A/V SYSTEM**

Motion was made by Larry Gillespie, duly seconded by Chad McLarty, to authorize proposal from RWA for audio visual systems designed and consulting for RFQ documents of Courthouse A/V System.


The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 7th day of November, 2022.



Mike Roberts, President
Board of Supervisors



Sherry Wall, Chancery Clerk

Roland, Woolworth & Associates

356 CR 102
Oxford, MS 38655
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662.513.0662



Project: Lafayette County Courthouse
Client: Lafayette County Board of Supervisors
300 N. Lamar Blvd.
Oxford MS 38655
Subject: Audio Visual Systems Design & Consulting Fee Proposal (RFQ Documents)
Date: 3 Nov 2022

Roland, Woolworth & Associates (RWA) is pleased to submit this proposal for professional consulting services in Audio Visual systems technology for the subject project. This proposal is based on the description of the project provided, our cursory review of the as-built drawings and our extensive experience with projects of similar scope.

This work is a renovation and modification of existing systems currently in use. RWA proposes to evaluate said systems and advise on procurement of new systems that will modify or replace components currently in use.

A. General

1. RWA will provide design, review and administration services as required for successful implementation of applicable acoustics design and electronic systems.
2. RWA will analyze the requirements for the facility and perform design services that represent the optimum configuration for the facility.
3. The requirements of the end user as discovered during discovery meetings and related coordination will determine and/or impact the design process.
4. Any significant change in the scope of work from the information documented herein may require a revision in our design fee and RWA reserves the right to do so if necessary.

B. Deliverables

1. Deliverables shall be submitted in accordance with the project schedule the fullest extent possible.
2. Specific Deliverables, in order of submittal:
 1. Functional Narrative w/Costing Analysis
 2. RFQ Documents, suitable for procurement by authorized agency
 3. Substantial Completion Report

4. Final Acceptance Report

Administration

A. Coordination

1. RWA will attend a reasonable number of coordination meetings (virtual or in-person) with related disciplines at the direction of the owner.

B. Exclusions

1. Traditional bid documents, including system drawings are specifically excluded.
2. Additional meetings or site visits resulting from the contractor's inability to complete the project by the project completion date or to meet the requirements of the contract documents are not included in this work.
3. Additional meetings or site visits requested directly by a materials vendor are not included in this work.
4. Acoustical analysis and design is specifically omitted from this work.
5. Transport and configuration of IP based conferencing systems shall be provided by the owner, except as noted herein.
6. Design of cabling infrastructure for CATV, telco, or other municipal data transport.

C. Schedule

1. The proposal as summarized herein shall be performed in accordance with the project schedule to the fullest extent possible.

D. Professional Services Fee

1. All fees for the work as summarized herein shall be provided for a fixed fee (Stipulated Sum) of \$8,229.31.
2. RWA's professional design fees are based on a combination of standard system estimating techniques and a direct estimate of the hours required to complete the work.
3. These are fixed fees except as noted herein.
4. Professional design fees are based on the information supplied by the Owner and a general understanding of the scope of the project.
5. Total fees for the scope of work detailed herein shall not exceed the amounts listed below and shall not be exceeded without additional direction from the Owner.
6. Additional services may be added at the rates listed in the Standard Terms and Conditions at any time.
7. RWA maintains standard liability and professional liability (E&O) insurance for all projects.

E. Administration

1. This proposal is valid for 90 days from date of submission.
2. RWA shall modify, amend or edit this proposal upon request from the Owner if required due to change of scope, Owner request or other variables if required.
3. This proposal is submitted for the Owner as noted herein. The information included herein is intended exclusively for the Owner.

4. This proposal is submitted exclusively for the subject project as noted herein and such information is considered proprietary for the subject project.
5. This proposal shall not be transferred to any other entity without prior approval from RWA.
6. RWA shall execute this contract at the direction of the Owner, specifically in regards to required execution, form and submission of other articles, as applicable.
7. The work defined herein is an integration of comprehensive services. Work performed during design phases includes work distributed to subsequent phases.
8. RWA shall execute this contract and comply with reasonable conditions including, but not limited to, provision of liability insurance, insurance for Errors & Omissions, business licensing, registration, etc.
9. If additional insurance is required as a condition of the contract, RWA reserves the right to amend the fee structure to reflect the additional expense of such insurance unless such insurance could be classified as generic in nature, or if such insurance does not have a direct cost impact to the performance of the work for the subject project.

Representing Roland, Woolworth & Associates, LLC (RWA):

Submitted by Will Roland, Principal

_____ Date: _____

Representing Lafayette County Board of Supervisors:

Received & Approved by (Print): Lisa Carwyle

Title: County Administrator Date: 11/28/22

Accepted (Signature): [Signature]

Date: 11/28/22

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