


**ORDER: ACCEPT AGREEMENT WITH CONSULTANT FOR ROLAND,  
WOOLWORTH & ASSOCIATES FOR AUDIO VISUAL DESIGN PROPOSAL  
FOR SHERIFF'S DEPARTMENT TRAINING ROOM**

Motion was made by Brent Larson, duly seconded by Larry Gillespie, to accept agreement with consultant for Roland, Woolworth & Associates for audio visual design proposal for Sheriff's Department training room.

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, absent  
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 20<sup>th</sup> day of March, 2023.

  
\_\_\_\_\_  
**Mike Roberts, President  
Board of Supervisors**

  
\_\_\_\_\_  
**Sherry Wall, Chancery Clerk**

## **Roland, Woolworth & Associates**

356 CR 102  
Oxford, MS 38655  
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662.513.0665



Project: New Sheriff's Department Building Training Room  
Owner: Lafayette County Mississippi  
Client: Howarth & Associates Architects  
Subject: Audio Visual Systems Design Fee Proposal  
Date: 15 Mar 2023

Roland, Woolworth & Associates (RWA) is pleased to submit this proposal for professional design 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 drawings and our extensive experience with projects of similar scope.

### **General**

1. RWA will provide design, review and administration services as required for successful implementation of applicable professional services.
2. RWA will analyze the requirements and perform design services that represent the optimum configuration for their facility.
3. The owner's requirements as discovered during discovery meetings and related coordination will determine and/or impact the design process.
4. Strict coordination with supporting disciplines shall be provided as required for maximum efficiency.
5. The design work and resulting documents shall be provided in the context of procuring a fully integrated AV system via a competitive bid process.
6. 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.

### **Coordination**

1. RWA will attend a reasonable number of coordination meetings with related disciplines at the direction of the architect and/or the owner.
2. Separate coordination drawings and details shall be provided as required by the architect, if applicable. These documents shall include information to support project coordination and document impact to related sections.
3. The design process shall result in a comprehensive AV infrastructure design and supporting coordination information.
4. Details for mounting AV components & devices shall be incorporated into the design and submitted to the architect for structural review and/or approval, if applicable.

5. Power & raceway systems shall be designed by RWA and coordinated with the electrical engineer. Power and raceway drawings for AV systems shall be included in the electrical drawings unless otherwise directed by the architect.
6. RWA shall coordinate directly with the EE unless otherwise directed.
7. Applicable coordination drawings and details shall be provided as required by the architect and related disciplines. These documents shall include information specific to the structural engineer, mechanical engineer, electrical engineer and the architect that will support project coordination and document impact to related sections.

#### **Deliverables**

1. The design process shall result in the preparation of applicable summary reports, details, data logs, drawings, specifications and costing reports resulting from thorough design, analysis, calculations and the subsequent recommendations.
2. Deliverables shall be submitted in accordance with the project schedule the fullest extent possible.
3. All deliverables shall be transmitted in electronic format, using PDF documents, screen shots, redline markups, written reports, narratives, web pages, related links and other formats as appropriate for the work product.
4. Any deliverable that requires CAD files shall be submitted as DXF or DWG format.
5. RWA shall provide strict coordination with related disciplines including, but not limited to, electrical, mechanical and architectural during all phases of the project.
6. Published AV Bid Documents shall be submitted as plot-ready PDF drawings with the project Title Block and border. AV specifications shall be submitted as PDF's or as plain text, RTF or MS Word format.

#### **Design Review**

1. As summarized herein, RWA shall perform a discovery process and coordinate with the end user to ensure that all required operational function is included in the AV systems design documents.
2. This process shall include, but is not limited to, meetings or calls with the end user, written correspondence, design narratives, etc.
3. The resultant AV drawings, reports and other applicable documents and any subsequent addenda shall constitute the approved design in its entirety.
4. RWA will iterate the design and coordinate with the owner and/or end user as directed to ensure that all parameters are included.
5. It is the sole responsibility of the owner and their end-user to review the final design prior to procurement.

#### **AV Design Parameters**

1. AV Systems Integration is a complex discipline with high levels of coordination with the end-user and current, and future operational requirements.
2. All design work, including related coordination shall be reviewed and approved by an authorized agent of the owner. This review shall include, but is not limited to, review of AV systems integration drawings, specifications and related architectural and electrical coordination documents.

3. AV system components, operating as part of a larger integrated systems design, shall be reviewed by the end-user, acting as an authorized agent of the owner.
4. All systems shall be designed in accordance with our recommendations, based on our understanding of the scope, and reflected by the established budgets. It should be noted that in some cases, the recommended design may exceed the available budget. In this case, VE work (Value Engineering) will be required to complete the design within budget. The end-user should carefully consider the VE design, the available budgets and coordinate any revisions to the design directly with the consultant.

#### **Sound Reinforcement**

1. Loudspeaker systems shall be designed to provide maximum direct sound performance with minimal influence on the reverberant field.
2. Transducers shall be of high quality design and provide a subjective sound experience of high sonic quality and clarity.
3. Loudspeaker systems shall be designed to accommodate both live and direct sourced audio.
4. Loudspeaker systems shall include multiple transducers for full range and sub-sonic audio reproduction and shall be equally suitable for speech and pre-recorded audio material.

#### **Visual Display**

1. Presentation systems shall allow for a variety of video source equipment and inputs for inserting computer-generated signals into the system.
2. Display devices shall meet the industry's latest performance standards.
3. Specifications for specific display components shall include provisions to reduce built-in obsolescence to the fullest extent possible.
4. Video projectors shall include high performance output with a minimum light output and native resolution suitable for the primary source, as required by the owner.
5. Support for multiple content sources shall be provided, including digital and IP delivery methods as required.
6. Applicable projector configurations shall be designed for flexible mounting to accommodate multiple configurations, if required.
7. Projection screens shall provide large screen images suitable for the space with a minimum gain of 1.0. A tensioning system shall be included to minimize visual distortion if required. The projection screen shall be controlled from a remote position as required by the owner.
8. Projection systems shall be designed, documented and detailed based on a study of image type, source content, room geometry, lighting, viewing distance and acceptable viewing coverage areas.
9. Support for owner-provided or third party source equipment shall be provided as directed by owner during programming.

#### **Controls**

1. Control systems shall be designed to provide simple, efficient interface to end user personnel.
2. Control shall consist of hardware devices, software screens, touch panels and button panels as required.

### **Points of Demarcation**

1. The AV Systems shall include points of demarcation (DeMarc) for third-party and owner-furnished (OFE) systems. Such DeMarc points shall be provided as directed and shall include, but shall not be limited to, analog audio tie lines, digital video tie lines, data infrastructure, digital audio networking and transport, etc.
2. Additional points of demarcation shall be provided at AV racks for termination to systems designed by others, including, but not limited to circuits terminated to the LAN, Fire Alarm system, lighting controls, controls for motorized shades, CCTV systems, etc.

### **Construction Documents**

1. RWA will provide amendments, revisions and edits to drawings, specifications and/or details as applicable or as directed by the architect.
2. Electronic systems drawings and a bid-ready specification shall be provided. The drawings shall include specific details for signal flow, elevations, equipment configurations, circuit level schematics, grounding details and other information required for proper implementation of Integrated AV systems.
3. All drawings, specifications, addenda and correspondence shall be delivered via secure, electronic file transfer.
4. Delivered documents shall be "plot ready" in accordance with presentation standards as directed by the architect.

### **Exclusions**

1. Design and documentation of building electrical systems, building structure, mechanical systems, millwork, general-use computer networks and lighting systems is not included in this work.
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. Broadcast production systems are specifically excluded from this proposal. However, if such systems are required or desired, RWA shall submit an additional fee proposal to design these systems if required.
5. Satellite uplink/downlink systems, except as noted herein.
6. Offline editing and production systems including, but not limited to computer based editing bays, broadcast-grade production and film-based systems.
7. Transport and configuration of IP based conferencing systems shall be provided by the owner, except as noted herein.
8. Design of cabling infrastructure for local area networks (LAN), CATV, telco, or other municipal data transport.

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9. Design of lighting systems, including, but not limited to, dimmer systems, lighting instruments, controls and infrastructure is not included.

#### **Schedule**

1. The proposal as summarized herein shall be performed in accordance with the project schedule to the fullest extent possible.
2. The estimated schedule does not include constraints from architectural coordination, other consultants, the owner, end-user or other variables.

#### **Construction Administration**

1. RWA shall provide CA services during the administration of the AV contract to ensure that the documented design is properly implemented. This includes site inspections, Substantial Completion inspections, Final Acceptance testing, commissioning and project closeout.
2. The consultant, upon request, shall ensure that all pay-applications reflect the work performed and that all retentions are properly applied.

#### **Fee Structure & Administrative**

1. Fees for the work as summarized herein shall be provided for a fixed fee (Stipulated Sum) of \$6,967.79, distributed by discipline as noted herein.
  1. AV Infrastructure & Electrical Coordination (DD): \$3,832.28
  2. AV Systems Integration Bid Documents (CD): \$2,438.73
  3. AV Systems Contract Administration (CA): 696.78
2. The owner is free to remove the CD and CA portions of the work if the AV Systems are provided by a negotiated contract with an AV vendor of their choice. In this case, RWA's work shall be limited to AV infrastructure design and coordination.
3. This proposal is valid for 90 days from date of submission.
4. RWA shall modify, amend or edit this proposal upon request from the architect if required due to change of scope, owner request or other variables if required.
5. This proposal is submitted for the architectural firm as noted herein. The information included herein is intended exclusively for such firm.
6. This proposal is submitted exclusively for the subject project as noted herein and such information is considered proprietary for the subject project.
7. Upon acceptance, RWA shall provide, upon request, our Standard Terms & Conditions, if applicable.
8. RWA shall execute this contract at the direction of the architect, specifically in regards to required execution, form and submission of other articles, as applicable.
9. The work defined herein is an integration of comprehensive services. Work performed during design phases includes work distributed to subsequent phases.
10. 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.
11. 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 Howarth & Associates Architects:

Received & Approved by (Print): \_\_\_\_\_

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

Accepted (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

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