



**Town of Hillsborough**  
**Audio Visual System Upgrade Request for Proposals**  
**Answers to Formally Submitted Contractor Questions**  
**February 6, 2019**

1. Are the pathways under the floor running to the closet or the administrative desk?
  - a. The town assumes the conduits go to the administration desk. Contractor will confirm location of existing pathways.
  - b. Town will provide chase from the administrative desk to the ceiling along the column.
2. Are we going to reuse the floor boxes?
  - a. Town assumes reuse of existing floor boxes. Contractor will confirm availability of piece parts and capacity.
3. Does AV system control Lighting and Shades?
  - a. Contractor will provide AV control connection to the existing HomeWorks system. Town will provide phantom keypad addresses.
4. Will there be two weeks of contiguous work time between meetings?
  - a. Yes. Only two meetings are scheduled each month as noted in RFP.
5. Will there be on-site storage?
  - a. Yes. Storage space will be available in the AV closet (unlocked), Town garage (locked). There is also space for a contractor trailer. Contractor stores equipment etc. at own risk.
6. Are structural calculations needed for rack/projector mount?
  - a. No. Contractor will install per California Building Code and manufacturer specification.
7. What will happen with the existing, side-wall, cut-in speakers in the Council Chambers?
  - a. The wiring will be disconnected at the source and the speakers will remain and be removed in the future by the Town.
8. How is lobby display controlled?
  - a. Lobby displays are controlled by Chamber's AV control system.
9. How is the administration room HDMI jack controlled?
  - a. The HDMI feed is controlled from Chamber's AV control system.
10. Will the speakers in Atrium will get replaced?
  - a. Yes. There are three speakers, not two, and they will be replaced in same locations.
11. Can Town provide existing control NAV?
  - a. Yes, upon request.
12. Are drawings to scale?

- a. Contractor shall field verify. SFMI CAD files are available upon request.
13. Is there an engineer's estimate?
- a. Yes. See the Engineer's estimate document posted on the Town's RFP website.
14. Is the estimated project schedule provided in the RFP firm?
- a. The schedule in the RFP is a proposed schedule. If there are issues with the schedule, contractor may propose an alternate schedule that will meet the Town's objectives.
15. A 32x32 DM Matrix is in the spec, but based on the block diagrams in the drawings a 16x16 is required. Which do you want us to provide?
- a. The specification will be modified by Addendum to reflect a 16x16 DM matrix, rather than the stated 32x32 DM Matrix.
16. In the RFP the following references Exhibit A & B – they are blank- is this forthcoming info?  
***“Scope of Services The Services sought under this RFP are set forth in more detail in Exhibits “A” and “B”, attached hereto and incorporated herein by this reference.”***
- a. Exhibit A is the AV Common Work Results, which is provided on the Town's RFP webpage as a separate downloadable documents. The RFP webpage can be found at: [www.hillsborough.net/207/Request-for-Proposals](http://www.hillsborough.net/207/Request-for-Proposals)
  - b. Exhibit B is the AV System Project Plan Set/Drawings, also provided as downloadable documents on the Town's RFP webpage, listed above.
  - c. Additionally, all other project documents (e.g., Project Addendum, Questions and Answers, Engineer's Estimate) will be provided on the Town's RFP webpage, listed above. The Town will notify companies by email when additional items are posted on the RFP webpage, using the email address(es) that they provided at the mandatory pre-proposal meeting held at Hillsborough Town Hall on January 25, 2019.
17. The RFP mentions that the programmer is to be a “Certified” Crestron programmer. Is this an absolute?
- a. Yes. This is a critical certification if Crestron products are supplied.
18. Can we work on weekends?
- a. Yes, upon written, pre-approval from the Town.
19. Have there been any changes to the tentative project schedule provided in the RFP?
- a. The **tentative** project schedule remains as posted in the RFP, except that:
    - i. The Addendum and any changes to the plans and specifications will be posted on 2/13/19, rather than 2/12/19; and
    - ii. The Proposal due date will be 2/19/19 at 5 p.m., rather than 2/18/19 at 5 p.m.