

**REQUEST FOR PROPOSALS**  
**Schaefer Center Sound System**

**INTRODUCTION**

The City of Toccoa (hereafter referred to as the City) is seeking proposals for the design, ordering, and installation of a professional sound system at the Historic Ritz Theatre at the Schaefer Center (hereafter referred to as the Schaefer Center).

Funding for this project shall be in part through a grant received from the Appalachian Regional Commission (hereafter referred to as the ARC), which will require the consequent final product to be in compliance with the Office of Management and Budget guidelines, Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards found in Chapter 2 of Title 2 of the Code of Federal Regulations and other federal regulations as required, and also adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

**I. INVITATION TO SUBMIT PROPOSALS:**

**1.01 DEFINITION OF PARTIES INVOLVED:**

- A. Owner: City of Toccoa
- B. Owner's Representative: Christian Hamilton
- C. Candidate: Qualified sound engineer with consulting and technological expertise

**1.02 INVITATION TO SUBMIT PROPOALS:**

- A. Qualified sound engineers and candidates are invited to submit a proposal to provide a professional sound system for the City of Toccoa's Schaefer Center.
- B. Sealed proposals will be received by a Representative of the Owner by hand delivery and/or certified mail no later than: Thursday, December 1, 2016 at 3:00 p.m. No email proposals will be accepted.
- C. For those submitting bids, there will be a mandatory pre-walk through into the theatre on Thursday, October 27<sup>th</sup> at 10am, exactly one week into the bidding cycle.
- D. Questions may be submitted up until Thursday, November 10th, three weeks into the bidding cycle.

- E. Mail proposals to:  
Christian Hamilton  
92 North Alexander Street  
Toccoa, GA 30577  
706.898.5777

### **1.03 QUALIFICATIONS:**

Sound system engineering, design rendering, and installation of equipment are required qualifications to be considered for the project. Demonstrated ability in a project and/or projects similar in nature is required by the project grantee.

Candidates must meet professional requirements according to the Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards found in Chapter 2 of Title 2 of the Code of Federal Regulations (found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)), as well as the Secretary of the Interior's Standards for the Treatment of Historic Properties (found at <https://www.nps.gov/tps/standards.htm>), in addition to any state laws or local ordinances pertaining to the installation of said sound system at the Schaefer Center.

Candidates submitting proposals should be certain to provide the following information in their proposals:

- A. List of completed similar projects, including project name, location, nature of work, date completed, project cost, owner's name and owner's representative's name, address, phone number, and other relevant contact information.
- B. List of consultants used in similar projects and list of projects in which joint venture was maintained through project completion.
- C. Evidence of required licenses, permits, and professional qualifications, as applicable. The person responsible for engineering shall have a CTS-D or CQD certification, and the person in charge of the installation shall have a CTS-I or CQT certification. Indicate any liability coverage your firm has and the amount of coverage.
- D. Organizational history, including years in business and resumes of all partners, associates, or consultants employed in your firm who will be working on this project.
- E. Listing of trade or other references you feel are important or pertaining to your proposal.

### **1.04 PROPOSALS:**

Proposals will be received by certified mail or hand delivery until:

- A. Local time: 3:00 p.m.
- B. Date: Thursday, December 1, 2016

- C. Submit six (6) copies of the proposal for review by Selection Committee.
- D. Email delivery of proposals will not be accepted.
- E. There will be a formal meeting of staff, including the City Clerk, to open the proposals on December 1 at 3 p.m. Proposers may be present, and minutes will be taken.

## **II. SCOPE OF WORK:**

The project will consist of the design, ordering, and implementation of a professional sound system at the Schaefer Center. This sound system must meet the scope to provide professional quality for the viewing of movies, all forms of musical programming and concert setting, theatrical productions, lecture series, talent shows or other events that may be held at a theatre of the caliber of the Schaefer Center. The sound system must be capable of delivering satisfactory sound quality into the balcony area of the theatre as well as the other main seating areas of the theatre. Project deliverables are as follows:

- A. The ordering of the following components: one (1) theatre audio system for theatrical/movie audio processing, four (4) wireless microphone system additions, one (1) wireless microphone distribution equipment package, one (1) assistive listening system, one (1) wired microphone package, one (1) SD/USB recorder, one (1) duplex wireless intercom system (3-person). The system must include a wired 2-channel production communication system.
- B. The sound system must be capable of 100 dBA or greater, and must maintain +/- 3dB between 63 Hz and 19 kHz.
- C. The aforementioned components will be installed professionally by the Candidate in a reasonable manner within the contract period as defined in the request for proposals. The Candidate will provide all labor, including equipment, to be used in the installation of the sound system, and will supervise all aspects of implementation. The candidate will provide any electric power upgrade recommendations that may be required for the installation of this equipment. The Candidate will install equipment in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- D. The Candidate will train Main Street Toccoa staff on the use of the professional sound system, including the operation of all systems previously defined in Section IIA.
- E. The Candidate shall provide a closeout documentation package, to include, at a minimum:
  - a. As-built wiring diagrams of all systems.
  - b. A one-page quick reference guide.
  - c. One copy of all control code, DSP files, and any other software used to configure the system.

- d. Manufacturer's literature for all major system components.
  - e. A warranty statement.
  - f. Equipment list.
- F. The Candidate will coordinate and install all operational devices of the sound system in a centralized sound board area to allow for ease of access and quality of sound mixing.
- G. The Candidate will provide a minimum 1 year warranty with optional pricing for second, third, fourth, and fifth year warranties.
- H. The Candidate shall not enter into any subcontracts for any of the work contemplated under this request for proposals without obtaining the prior written approval of the Project Coordinators, both at the City and the ARC, and subject to conditions and provisions as the Project Coordinators may deem necessary. Provided, however, that notwithstanding the foregoing unless otherwise provided herein, such prior written approval shall not be required for the purchase by the Candidate of articles, supplies, equipment, and services, which are both necessary for and merely incidental to the performance of the work required under the Agreement. All purchase of supplies, equipment, and services must fall within the scope of the work as defined in the Agreement.
- I. The Candidate will be required to investigate existing power circuit locations and capacities and recommend upgrades or changes to the Owner to support the new systems. These modifications will be procured separately via a local licensed electrician.
- J. The Candidate shall review and coordinate with the Owner through all phases of the project.
- K. Project work will be completed in accordance with the following due dates:
  - a. December 19, 2016—Selection of winning Candidate announced
  - b. January 6, 2017—Contract finalized between Candidate and Owner
  - c. January 13, 2017—All equipment ordered
  - d. January 30, 2017—Begin installation of sound system equipment
  - e. February 20, 2017—Complete installation of sound system equipment
  - f. February 21, 2017—Begin training Main Street staff on use of the equipment
  - g. February 24, 2017—Full Completion and Delivery of all Contract elements between the Owner and Candidate
- L. The Candidate shall understand that programming at the Schaefer Center will continue during the installation period. The Candidate must be willing and able to work around all current programming during the installation period. Currently scheduled programming dates are as follows:
  - a. January 14, January 27, February 2, February 9, February 11, February 18, March 3, March 4

- M. Submission of digital photographs showcasing chronological installation of professional sound system.
- N. Any questions regarding the Request for Proposals shall be submitted to the Representative of the Owner via email at [chamilton@cityoftoccoa.com](mailto:chamilton@cityoftoccoa.com) during the period between 8 a.m. on October 20th and 3 p.m. on November 10th, exactly three weeks into the bidding process.

### **III. CIVIL RIGHTS COMPLIANCE:**

The contractor will assure that the project is administered in conformance with the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1963, as amended. Title IV of the Civil Rights Act states that no person will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 prohibits, by reason of handicap, exclusion from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance. Every contractor is required to submit an Assurance of Compliance form. No contract may be executed without an Assurance of Compliance on file.

### **IV. RIGHTS TO DATA AND COPYRIGHTS:**

- A. The term “subject data” used herein includes writings, technical reports, sound recordings, magnetic recordings, computer programs, computerized data basis, pictorial reproductions, plans, drawings, specification, graphical representations, and works of any similar nature (whether or not copyrighted), which are (1) submitted with a proposal or (2) specified to be delivered under a project contract or (3) developed or produced and paid for in whole or in part by contract funds. The terms do not include financial reports, cost analysis, or other information incidental to contract administration.
- B. Except as may otherwise be provided in the grant agreement, publication, films, or similar materials as described above that are developed directly or indirectly from a program, project, or activity supported by the contract funds, becomes the property of the Owner.

### **V. CONTRACT PERIOD:**

The contract will commence on the day it is signed by both the Owner and Candidate and follow the timetable outlined in Section II, Item K. The installation of the sound system must be fully complete and turned over to the Owner by February 24, 2017.

### **VI. GENERAL REQUIREMENTS:**

- A. Where applicable, the final product shall comply with all standard construction design standards, and local, state and federal codes, permits, rules and regulations.
- B. Preparation of design development information, submittals, bid and other documents shall comply with the Owner's requirements.
- C. All surveys and subsurface investigation shall be arranged by the Candidate with the approval of the Owners.
- D. The Candidate shall review and coordinate with the Owner through all phases of the project and otherwise as necessary.
- E. All Candidates are required to visit the site of the project, at their expense, prior to submitting proposals.

## **VII. CONTRACT AWARD:**

The contract will be awarded by the Owner no later than Thursday, December 22, 2016 to the best-qualified candidate. A selection committee will select the top three candidates based on experience with sound engineering related work, experience with projects adhering to the Secretary of the Interior's Standards, and projects, which have been funded all or in part by federal government entities such as the ARC, as part of a ranking criteria. The Owner reserves the right to waive any informality in proposals when such waiver is in the interest of the Owner. Alternates shall be accepted by the Owner as the budget permits and as may be in the best interest of the Owner.

The agreement will only be entered into with reasonable candidates found to be satisfactory by the Owner, qualified by experience and in a financial position to do the work specified. The Owner reserves the right to waive informalities in any proposal, make the award in whole or in part, re-advertise or reject any or all proposals when such action is in the best interest of the Owner.

## **VIII. PROJECT GRANT REQUIREMENTS:**

All work must be in compliance with the Chapter 2 of Title II of the Code of Federal Regulations, and meet or exceed the Secretary of the Interior's Standards for the Treatment of Historic Properties. Funds for the contract are funded in part by the ARC and must meet all requirements and time frames.

## **IX. TIME OF COMPLETION:**

The work to be performed under this contract shall commence within fourteen (14) calendar days after notification of award to proceed, shall be substantially completed within forty-two (42) calendar days, and shall be fully completed within eight (8) calendar days after the date of substantial completion. The grant requires that all the work under this contract be fully completed no later than March 1, 2017.

**X. CONCLUSION:**

- A. The scope of work and project emphasis shall be reviewed prior to the start of the project work.
- B. The specific of the Request for Proposals of this program are open to discussion and adjustment as code requirements, regulating authorities, and additional investigation and information may permit or require.

**Please see Addendum #1 below.**

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## RFP ADDENDUM #1

Date of Addendum: 10/27/2016

### NOTICE TO ALL POTENTIAL RESPONDENTS

The Schaefer Center Sound System Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

### PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum. The Candidate must meet the deadline stated in the RFP of bid submittal by **Thursday, December 1, 2016 at 3:00 p.m.**

### 1.0 – RFP

Item	Section	Description of Change
II. A.	Scope of Work	<p>The following components will not be required and should be noted as stricken from project deliverables:</p> <p>One (1) duplex wireless intercom system (3-person).</p> <p>The theatre has the capacity to allow for wired communication in all areas. Wired intercom communication will be necessary in the sound booth, left and right backstage, and in the basement Green Room. There is no requested need for intercom capability in the ticket booth.</p>

I. 1.02	Invitation to Submit Proposals	<p>The following is added:</p> <p>In the event that any interested party would like to visit the theatre to demo their sound system setup or do further study, the interested party may set up a visit date with the Representative of the Owner.</p>

**2.0 – QUESTIONS AND ANSWERS**

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> What is required for the theatre audio system (referenced in II. A.)?</p> <p><u>Answer:</u> The Owner requests a sound system capable of providing audio for theatrical, musical, and movie entertainment. A surround sound system is preferred, though <b>does not</b> need to be of the capability recommended for first-run films. The sound system must only be capable of managing various forms of entertainment efficiently and with high quality. The Owner’s Consultant recommends that there is no need for delay speakers in the balcony. This sound system must be capable of effectively reaching every area of the auditorium.</p> <p>It is preferred to also have a monitor in the following locations: (1) The Downstairs Green Room, (2) the Orchestra Pit, and (3) the Lobby. All three of these monitors must have the ability to be easily accessible and turned off when necessary.</p> <p><u>Question:</u> Is there a budget figure in mind or a range that may be released?</p>

Answer: The City Attorney recommendeds that the budget figure not be released by the Owner during the bidding process.

Question: What Consultant did the Owner hire for this RFP?

Answer: The Owner used Newcomb & Boyd.

Question: Is there a path from the sound booth to backstage to run wires?

Answer: There is currently **no** path from the sound booth to backstage to run wires. During system design, if a pathway is determined to be necessary, the city will contract with a local electrician.

Question: What sound board is required for the scope of work?

Answer: The Owner prefers a Soundcraft Si Impact Console.

**END OF ADDENDUM**