

John P. McKinnon
Principal

Dr. Laurie Dias-Mitchell
Superintendent

Request for Proposals

Gymnasium A/V and Lighting Upgrade

Purpose

The Little Compton School Department is seeking proposals for the upgrade of Wilbur & McMahon Schools Gymnasium audio and visual (A/V) and lighting systems. Our goal is to upgrade and enhance the overall viewing and listening experience for our students, faculty, and community members who utilize the space for various events and activities, as well as simplify the day to day operation of its various systems.

The gymnasium is an integral part of our town and school, and is used for a wide range of purposes including school assemblies, theater productions, presentations, graduations, sporting events, chorus and band concerts, movies, and other special events. Town functions include public meetings and events, and the space is available for the general public to request use of as well. Therefore, it is essential that the A/V and lighting systems meet the needs of all users and provide a high-quality, yet simple, end-user experience.

We are seeking proposals from qualified contractors to upgrade/replace the current audio, video, lighting, and theater systems in our gymnasium, as well as provide a control solution to facilitate ease of use. The selected contractor will be responsible for the design, sourcing, installation, and testing of the new system, as well as integration into existing systems where appropriate.

We look forward to reviewing proposals from companies that have a proven track record in A/V and lighting installation and have the expertise to deliver a successful project. If your company has the skills and experience to meet our needs, we encourage you to submit a proposal.

Contact

Unauthorized contact regarding this RFP with employees or officials of the Little Compton School Department other than the point of contact named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the IT Director, who is the only official point of contact for this RFP.

All communications not part of the final bid submission should be sent via **email only** and contain the following at the start of the subject line: [Gymnatorium RFP]

Jonathan Gabriel
Director of Information Technology
jgabriel@lcsd.k12.ri.us

Pre-bid Conference

Bidders are highly encouraged to attend a site visit/informational session to verify the existing conditions and conduct any field measurements and verifications deemed necessary. All visitors are required to check-in at the front office and submit valid identification.

The pre-bid conference will take place on **April 17, 2023 at 3:30 PM** in the Gymnatorium located at Wilbur & McMahon Schools, 28 Commons, Little Compton, RI 02837

Scope of Work

The project requires the installation of new and/or additional overhead rigging, theatrical lighting, updated audio infrastructure, a microphone system, a projector and motorized screen, and stage curtains for the hybrid gym/auditorium located at Wilbur & McMahon Schools.

All equipment and materials shall be new, not used or refurbished. The successful bidder shall provide a complete, turnkey project installation, which includes all necessary equipment, materials, labor and freight. The bid shall include on-site training plus additional remote support for 1 year. The bid shall also include a warranty that consists of full parts and labor coverage for a minimum of 1 year.

The bidder is highly encouraged to attend a pre-bid conference to verify the existing conditions and conduct any field measurements and inspections deemed necessary.

Power shall be obtained by utilizing existing wiring, where applicable, or by installation of appropriate power by a licensed electrician.

The successful bidder shall also provide the initial system design and programming, which shall be coordinated with the district IT Department.

It is the intention of the Little Compton School Department to award all areas included in the bid specification, however, the district reserves the right to award only the areas to which funding is available.

The bid packet must include a list of all the proposed equipment outlined in the equipment specifications below.

Equipment Specifications

Below contains a sample list of equipment specifications/configurations desired. This is not a comprehensive list of all parts that may be required in the project. All mentions of specific parts/manufacturers are for example purposes and may be substituted with equivalents unless specified otherwise. Additional equipment may be required for installation beyond what is outlined below:

Audio

- Speakers/monitors, quantity and style as deemed appropriate for the space
- Audio Amplifier
- Signal processor
- Stage Box/Audio Mixer - Cat6 or other standard connectivity to relocate on demand

Microphones

Wired

- Permanent overhead stage microphones
- Podium Microphone (movable)
- Chorus microphones (movable)
- Tabletop gooseneck or pod-style microphones to accommodate a panel/board meeting of up to 10 people (movable)

Wireless

- 12 (or more) wireless receivers
- 4 handheld wireless microphones
- 12 body pack transmitters, with lapel and headset options

Video

- Media Switcher/Matrix - minimum of 4 inputs, two outputs, HDBaseT/Ethernet based preferred
- Digital Media/BluRay Player - rack mount
- Physical Inputs
 - HDMI: Backstage, front of room, back of room
 - 3.5mm audio: Back stage, front of room
- Motorized projector screen - on stage, final location to be determined
- Projector - minimum 1080p resolution. Mounting method and location as determined appropriate. High enough output to not require dimming gym lighting preferred if feasible.
- Projector cage or other protective hardware as required in space

Lighting

- Theatrical lighting for the stage. Final placement and number as determined appropriate for the space, taking into account the following:
 - Top/rear mounted lights for environmental lighting
 - Front of house mounted lights for audience visibility
 - Podium speaker spotlight, whether dedicated or via front of house control
- Lighting channels should be individually controllable (where appropriate), dimmable, and color changing
- Lighting controller/mixer - Cat6 or other common connectivity to relocate on demand
- Integration for control of house lights (gym lights) preferred, but not required (C-BUS EcoXpert Control System by Schneider Electric)

Wiring and Control Systems

- Crestron or equivalent control/automation system to integrate all components' power, volume and input control, etc.
- Ability to configure preset "scenes" or macros of actions to simplify use of the space (i.e. Daily, Movie, Presentation, Theater - final configuration to be determined)
- All necessary controls located backstage for complete control of the system
- Additional wall panel/screen mounted in front of room (floor level) for operation of the control system

- Additional wiring to accommodate the following at minimum near the control panel in the front of the room
 - HDMI, 3.5mm Audio Inputs, XLR inputs (2+), Cat6 (or other) for connection of lighting and sound mixer boards
- Additional wiring to accommodate the following at minimum in the rear of the room
 - HDMI, XLR Inputs, Cat6 (or other) for connection of lighting and sound mixer boards
- All appropriate equipment installed in a secured, lockable floor or wall-mounted rack backstage

Other Infrastructure

- Replacement/installation of overhead rigging/railing system above stage area to provide increased capability and remediate safety concerns with existing solution
- Replacement of main valance and traveler curtains, border and rear traveler curtains, and leg curtains in a configuration determined appropriate for the space
- All wiring (low and high voltage) as necessary to complete the requirements
- Design must accommodate the ability to control lighting and A/V systems from backstage or floor-level (audience), although not simultaneously
- Bidder to coordinate with licensed electrician regarding all electrical work required for new systems, as well as integration with existing lighting
- Bidder to coordinate with any subcontractors they engage whose services may be required to complete the scope of work
- Bidder responsible for coordinating availability of tools and equipment required to complete project (i.e. lifts)

Submission Requirements

Final bids submitted for the project will address the following obligations::

- Plan to provide and obtain of all parts, materials, and labor necessary to complete the items listed in Scope of Work
- A parts list detailing equipment to be installed
- Specifications of automation/control system to be installed and how it interfaces with other components of the system
- Necessary training and documentation on the operation of all systems installed
- Warranty information on all products installed
- An estimated completion date of the project
- Disposal of all removed lighting, cabling, parts/equipment, etc. from the site in compliance with federal, state, and local guidelines

- All other requirements and certifications necessary to meet state/local procurement laws
- All necessary permits, inspections, and other obligations with local, county, state agencies, as required by law
- Certification that the bidder and/or subcontractors hold valid trade licenses, as required
- The contractor and all of its subcontractors shall pay at least applicable prevailing wages

Evaluation Criteria

Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to the Little Compton School Department, taking into consideration price and the other evaluation criteria set forth in the RFP.

- General Criteria to be determined “Responsive”
 - Does the proposal include all required information, including completed attachment forms and affidavits?
 - Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?
 - Were instructions regarding the preparation and delivery of the bid followed?
- General Criteria to be determined “Responsible”
 - Does the Proposer demonstrate an understanding of the Little Compton School Department’s needs and proposed approach to the project?
 - Did the proposal address all of the needs and specifications outlined in the bid document?
 - Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?
 - Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?
 - Does the Proposer have the character, integrity, reputation, judgment, experience and efficiency required for the project?

The Little Compton School Department reserves the right to enter into discussions with Proposers which have submitted proposals considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals

Submission Instructions

Sealed proposals will be accepted until **April 21, 2023 at 10 AM** local time.

Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. The Little Compton School Department shall not accept proposals via electronic transmission such as email, fax, etc. There will be no exceptions. Proposals will be opened and read aloud. The opening/reading of the bids will take place on the same day at the below delivery address at **12 PM** local time.

Delivery Address:

Little Compton School Department
% Jonathan Gabriel
28 Commons
Little Compton, RI 02837

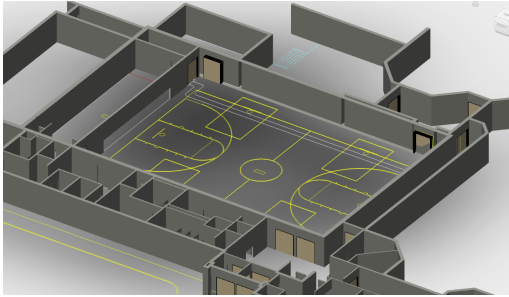
In lieu of mailing/courier services, proposals can be hand delivered to the district office at the address above.

Each proposal package should contain the following:

- 1 Complete, printed original
- Original signatures on all documents (no photocopies or digital signatures)
- 1 Complete, digital copy on a USB drive

Packages must be clearly marked "Gymnasium RFP" on the outside of the package.

Reference Information



More photos and a DWG file are available in the RFPs section of the district website - <https://lcsd.k12.ri.us/finances>





