

City of North Liberty



Request for Proposals (RFP)

For

Centennial Park Event Complex Phase 1

Audiovisual Systems

All Proposal Must Be Submitted To:

Tracey Mulcahey

tmulcahey@northlibertyiowa.org

Issue Date:

August 18, 2023

Deadline for Proposal Submittal:

September 7, 2023

Purpose of RFP

The City of North Liberty (City) has issued this Request for Proposals (RFP) to solicit responses from qualified firms (Proposers). Selected firm will design, procure, and install complete A/V systems for the Centennial Center in Centennial Park.

The City seeks a Proposer who can demonstrate organizational, functional, and technical capabilities, as well as the experience and qualifications necessary to implement and support the latest technology in audiovisual systems to provide for the desired functionality detailed within.

Overall Project Scope

The facility is a new construction, single-story events center with a main event space of approximately 5,000 square feet that is slated to host events of approximately 300 seated and 500 standing. There is also an open, outdoor stage of approximately 2,800 square feet that will open to a large lawn area. There will be one AV system installed with the project, the main indoor event space, with an alternative related to the exterior stage. See attached floor plan, site plan and renderings.

Project Schedule

Request for Information Period	August 18, 2023 thru August 31, 2023
Pre-Bid Conference via MS Teams	August 28, 2023, 11:00 AM
<i>Submit request for Teams meeting info to tmulcahey@northlibertyiowa.org</i>	
A/V Proposals Due	September 7, 2023 by 3:00 PM CST
Shortlist Posting	September 14, 2023
Technology Presentation/Interviews	September 21, 2023
Notice of Intent to Award*	September 28, 2023
Contract Award*	October 10 or October 24, 2023

**Subject to change and City Council Approval*

Relevant Event Complex Phase 1 Dates (Subject to adjustment)

Design Development Review Set Submittal	Late October 2023
Construction Document Review Set Submittal	Late February 2024
Issue Bid Documents	Late March 2024
Begin Construction	July 2024
Substantial Completion (SC) of Centennial Center Facility*	August 2025
A/V System Install Complete & System Operational	Within 30 days of substantial completion of facility

**A/V installation to center around the facility substantial completion date with projection screens and mount installations prior to SC in coordination with the general contractor.*

Project Objectives

Interior Event Space

The interior event space must accommodate varied uses including weddings, presentations and lectures, panel discussions, business meetings and informal social gatherings.

Expected audiovisual needs include:

1. Built-in speakers for presentations, background music, and microphones in the main hall with user-friendly controls accessible from the interior event space.
2. Handheld, wireless microphones for up to six (6) people throughout the space.

3. Ability to show video, with audio, on the south and east walls using both house and third-party playback systems, accommodating slideshows, movies, remote presenters, etc.
4. Auxiliary audio input to indoor speaker system from a variety of devices.
5. House device for video and audio playback.
6. Commercial, ad-free house music system in main hall.
7. Connection to allow for content management from office computer to all screens.
8. Coordinate A/V design with the acoustical design for the main hall to accommodate its variety of uses. The Shive-Hattery design team has retained the services of an acoustician.

Proposal Alternates

The City will also consider additional A/V scope alternate proposals:

1. Upgrade from one year to two-year system warranty
2. Speakers on the exterior stage that can mirror the media being played on speakers inside the main hall if desired.

Design, Documentation & Training

Develop a comprehensive AV system design that encompasses audio and video components.

Design shall align with industry best practices.

1. Determine the optimal placement of speakers, microphones, and amplifiers.
2. Identify the appropriate display screens, projectors, and video distribution solutions.
3. Coordinate throughout design and provide infrastructure requirements to Architect/Engineer (Shive-Hattery).
4. Provide final design documents (AutoCAD and PDF format).
5. Provide system demonstration to the Owner upon completion of installation, testing and verification of the system's functionality.
6. Provide comprehensive training sessions for our technical staff to operate and maintain the A/V system effectively, including an initial training session and a follow up session up to three months after acceptance of the initial training.
7. Prepare and submit detailed O&M documentation, including system diagrams, equipment manuals and maintenance procedures prior to substantial completion.
8. Within two weeks of final system adjustments and user training completion, the following will be presented to the Owner in electronic form for archival.
 - a. Systems training materials
 - b. Final Equipment Schedule (including model numbers, serial numbers, etc. in EXCEL format.
 - c. As-Built System Drawings (AutoCAD and PDF format)

Preventive Maintenance and System Warranty

1. Service Support: A complete and comprehensive program of preventive maintenance, service and warranty support shall be provided for a period of one year from the date of acceptance of the A/V systems proposed.
2. Provide remote diagnostic support.
3. Unlimited telephone support between the hours of 8 AM - 6 PM, Central Time M-F.
4. After hours support (evenings, holidays, and weekends) must also be provided at a specified hourly and per call rate.
5. One (1) hour email/phone response from 8 AM until 6 PM, Central Time M-F.
6. Regular inspections of system to ensure latest firmware/software updates are completed in a timely manner and testing of all equipment to ensure in proper working condition. Cost of software upgrades during the warranty period shall be at no cost to the Owner.
7. Covers removal, reinstallation, configuration, testing and alignment of repaired and replaced equipment.
8. Covers all required parts and repair costs for equipment breakdown.

Minimum Requirements for Participation

The City has established minimum requirement appropriate for audiovisual integrators, based on the following criteria:

1. Proof that contracting firm has at least five (5) years of experience in the design and installation of audiovisual systems of similar magnitude and quality specified herein.
2. Proof that the contracting firm has a permanent service and support facility within one hundred fifty (150 miles of the project site, 1565 St. Andrews Drive, North Liberty, Iowa).
3. Credentials of supporting staff who have received current factory certifications from any/all equipment manufacturers whose franchise agreements require it and who meet the following qualifications:
 - a. The supervisor of the work of this section shall have at least five (5) years of direct professional experience with system installation of the type and scope specified herein.
 - b. All personnel engaged in the installation of this Section shall have at least three (3) of direct experience with the system installations of the type and scope specified herein.
4. Credentials of Control System Programmer:
 - a. The A/V Contractor shall employ a control system programmer certified by the control system manufacturer and provide proof of certification.
5. Credentials from manufacturers for installing, programming and servicing the systems proposed.
6. Successful bidder to provide performance and payment bond and include cost as part of their proposal.

Proposal Response Requirements

1. Proof of compliance with minimum requirement established above.
2. Brochure describing firm capabilities in terms of facilities, personnel, experience, distribution arrangements with manufacturers and financial capability.
3. Project Approach and Preliminary System Details including strategies for addressing potential challenges or limitations and added functionality / enhancements.
4. Project information for no less than three (3) similar projects successfully undertaken within the last five (5) years. The following information shall be provided:
 - a. Project name and location
 - b. Owner Reference, including contact name, email, and phone number
 - c. Project contract value
 - d. Description of the AV system scope
 - e. Photograph of the completed installation, if available
5. Proposed project team and roles
6. Resumes for key personnel
7. Warranty Details / Example Warranty
8. Detailed Cost Proposal:
 - a. Include one year warranty and service contract including preventative maintenance with outline of the service contract provisions. Warranty shall begin upon final acceptance of all A/V systems by the Owner.
 - b. Reasonable level of detail shall be provided with breakdown of costs for design, equipment procurement, installation, training, and support. Provide separate detail and totals for Alternates 1, 2, 3 & 4.
 - c. Denote key system assumptions, such as projectors and screens versus monitors, etc.
 - d. Include 5% contingency. This is strictly for system enhancements or additions the City may identify and opt to incorporate. A cost proposal and prior written approval by the City is required. Unused contingency will not be paid out to the Contractor.
9. Signed acknowledgement of the acceptance of all requirements set forth in this RFP.

Submittal Requirements

A proposal shall constitute an irrevocable offer for 60 calendar days following the deadline for submission. Proposal for alternates shall constitute an irrevocable offer for 120 calendar days.

Proposals are limited to twenty (20) pages maximum, excluding cost proposal. Proposals shall be submitted as a single PDF file, excluding the cost proposal of no larger than 15 MB via email by the date noted above.

The City reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever.

Selection Criteria

The proposal will be evaluated based upon the following three areas. Therefore, it is important that proposals be responsive to the data requested.

1. Responsiveness of the proposal to the submission requirements set forth.
2. Overall Base Proposals, Alternate Cost Proposals, and after-hours support fee schedule.
3. Qualifications:
 - a. Organizational structure and size of the firm
 - b. Relevant experience and feedback of references
 - c. Qualifications and technical ability of the key team members
 - d. Quality and functionality of system offered, including enhancements outlined in the proposal.

Request for Information

1. Communications concerning this RFP must be submitted via email to the RFP Coordinator identified below by the dates set forth above:
Tracey Mulcahey, Assistant City Administrator
tmulcahey@northlibertyiowa.org
319.626.5712

Unauthorized contact with other City staff may be cause for rejection of a bid.

Attachments

1. Floor Plan
2. Site Plan
3. Stage Rendering

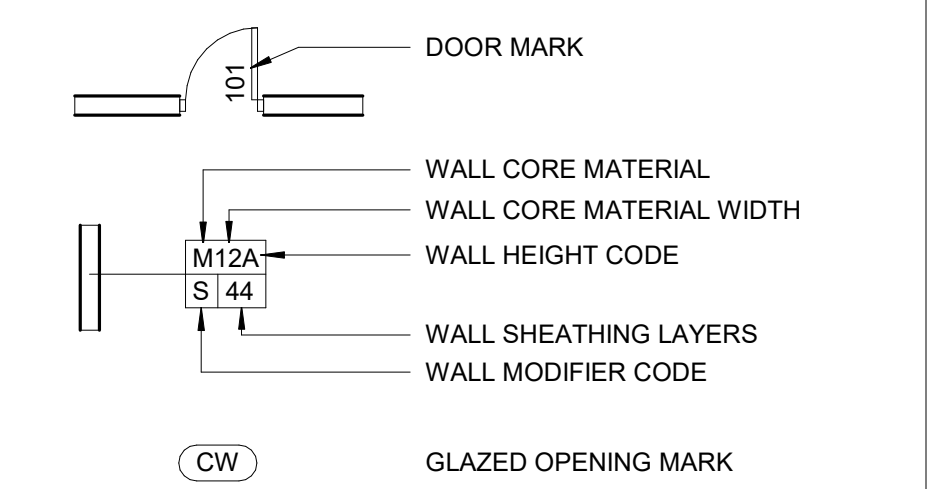
FLOOR PLAN NOTES

- COORDINATE THE LOCATION OF ALL WALL REINFORCEMENT AND BLOCKING PRIOR TO THE INSTALLATION OF THE DRYWALL AND MILLWORK. PROVIDE BLOCKING FOR TOILET ACCESSORIES, GRAB BARS, HANDRAILS, COAT HOOKS, SHELVING, FITTING ROOM PARTITIONS, WALL-MOUNTED EQUIPMENT, SURFACE-MOUNTED STANDARDS OR FIXTURES, MILLWORK, ETC. AS REQUIRED FOR ANCHORING IN DRYWALL PARTITIONS. COORDINATE WITH OWNER FOR LOCATIONS OF WALL HUNG DEVICES NOT INSTALLED BY CONTRACTOR THAT REQUIRE BLOCKING. WOOD BLOCKING TO BE FIRE RETARDANT WHERE REQUIRED BY CODE.
- WATER-RESISTANT GYPSUM BOARD SHALL BE USED FOR STUD PARTITIONS IN TOILET ROOMS, JANITOR'S CLOSETS, FIRE SERVICE ROOMS, MECHANICAL ROOMS, AND ANY ADDITIONAL LOCATIONS DESIGNATED IN CONTRACT DOCUMENTS.
- WHERE STRUCTURAL ELEMENTS INTERFERE WITH FIRE-RATED PARTITIONS, FRAME TOP OF WALL AROUND STRUCTURAL ELEMENT.
- REFER TO DRAWINGS OF ALL TRADES FOR ADDITIONAL INFORMATION REGARDING ITEMS PENETRATING FLOORS, WALLS, AND CEILINGS.
- ALL NEW PARTITIONS ARE DIMENSIONED TO FACE OF STUD, MASONRY, OR CONCRETE COMPONENT UNLESS NOTED OTHERWISE. DIMENSIONS TO EXISTING ELEMENTS ARE TO EXPOSED FACE.
- ALL DOORS IN STUD WALL CONSTRUCTION ARE TO BE LOCATED WITH EDGE OF FRAME 4" FROM FACE OF ADJACENT PARTITION UNLESS NOTED OTHERWISE. DIMENSIONS LOCATING DOORS NOT DIRECTLY ADJACENT TO WALLS ARE GIVEN TO OUTSIDE EDGE OF FRAME.
- ALL ANGLED PARTITIONS SHOWN SHALL BE AT A 45° ANGLE UNLESS NOTED OTHERWISE.

KEYNOTES

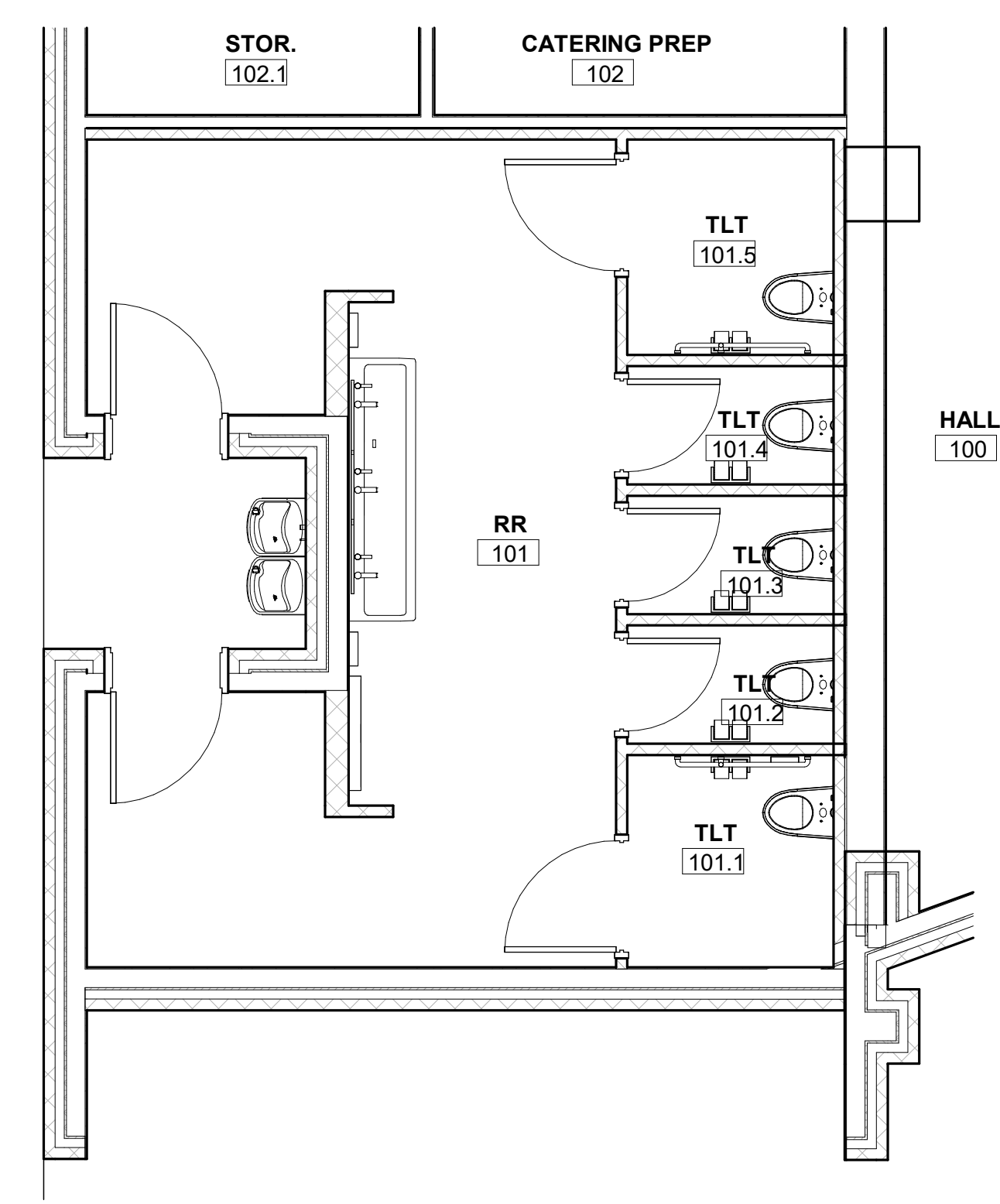
KEY	NOTE
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FLOOR PLAN SYMBOLS LEGEND

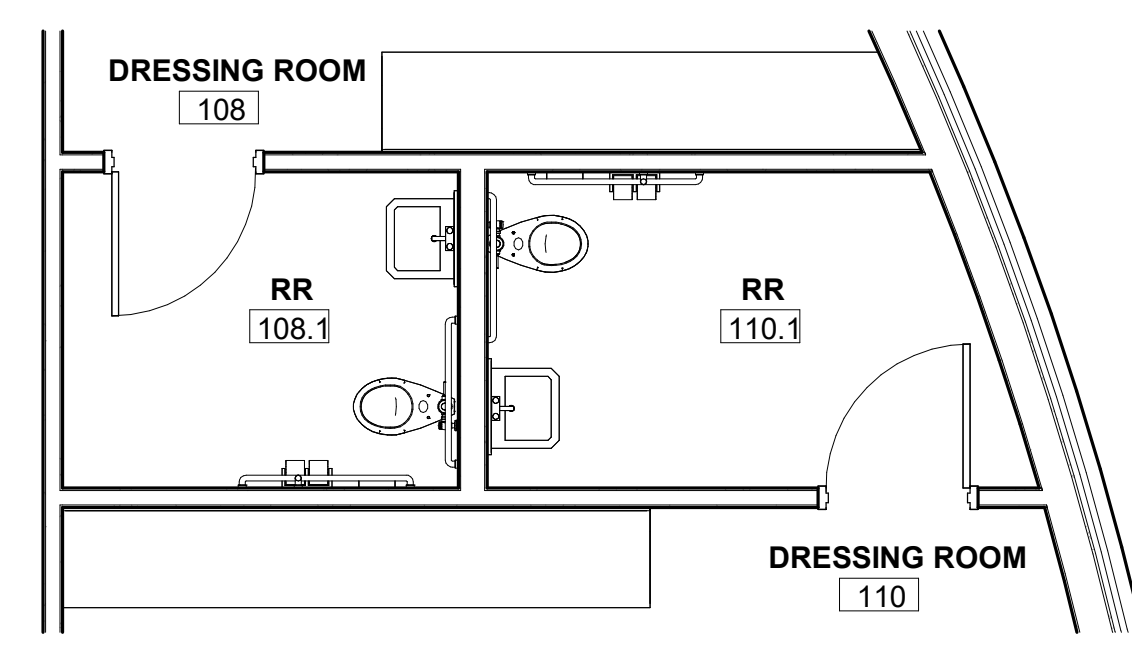


TOILET ACCESSORIES LEGEND

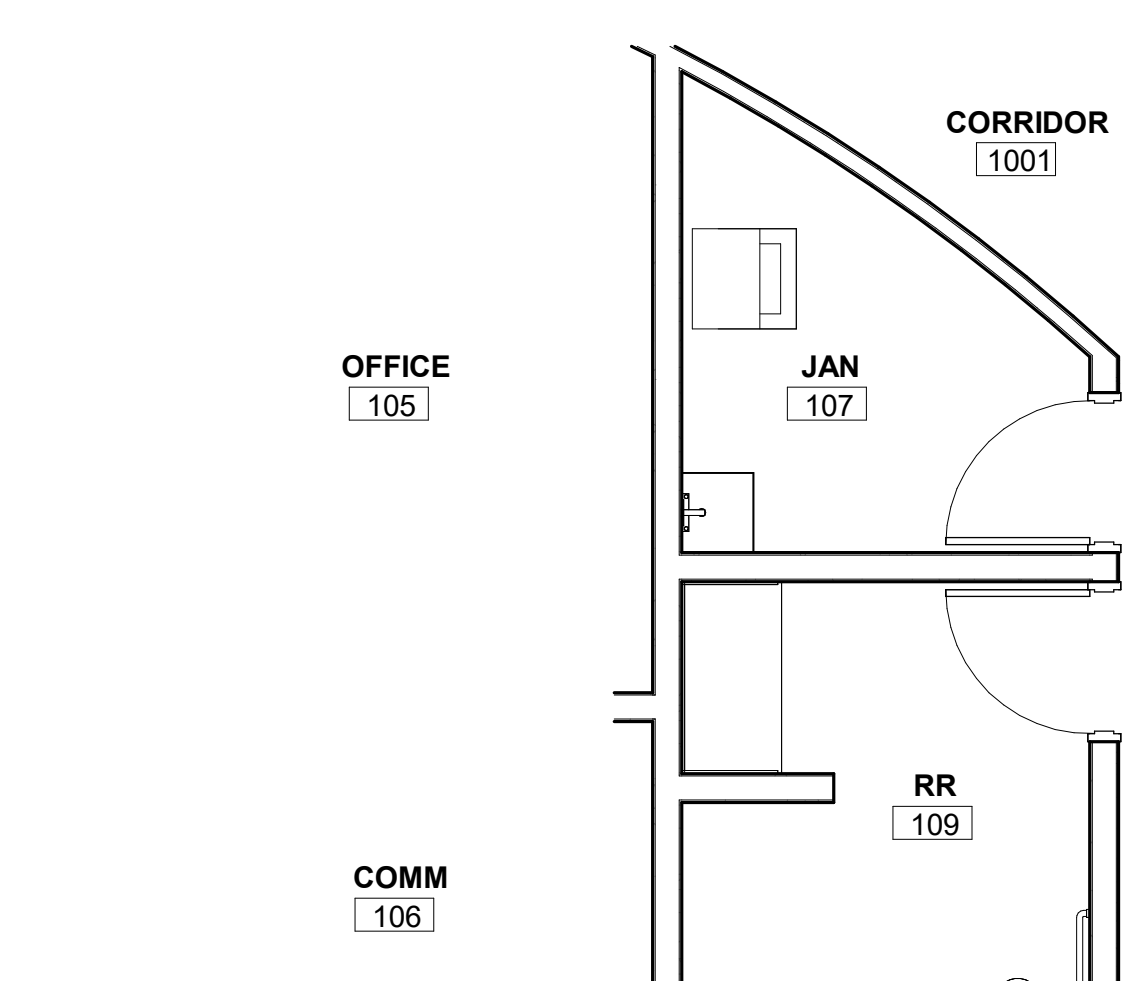
- CR-1: CURTAIN ROD AND CURTAIN
- CT-1: CHANGING TABLE
- EHD-1: ELECTRIC HAND DRYER
- GB-1: GRAB BARS: 42", 36", 18" VERTICAL
- GB-2: GRAB BARS: 24"
- GB-3: GRAB BAR: 36"
- MI-1: MIRROR 36x24
- MI-2: MIRROR 36x60 (SEE SPEC 08 8300)
- MI-3: MIRROR
- PW-1: PAPER TOWEL AND WASTE RECEPTACLE (RECESSED)
- RH-1: ROBE HOOK DOUBLE PRONG
- SD-1: SOAP DISPENSER
- TP-1: TOILET PAPER DISPENSER



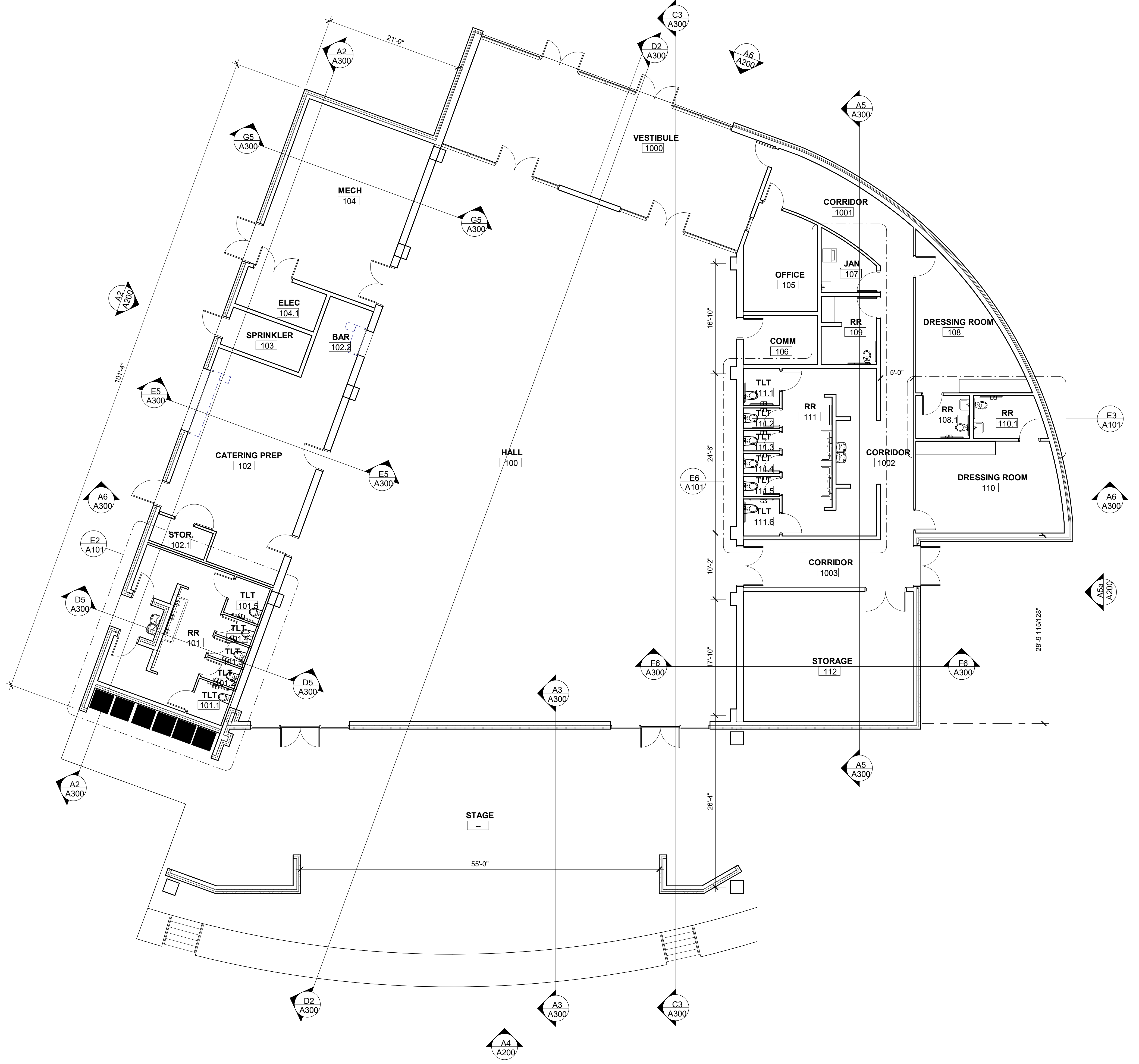
E2 ENLARGED RESTROOM 101 PLAN
1/4" = 1'-0"



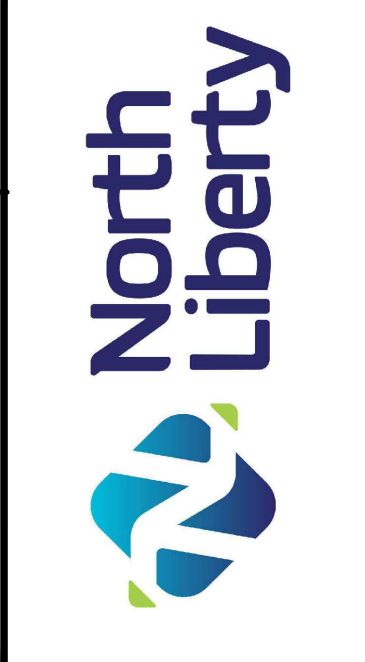
E3 ENLARGED DRESSING RR PLAN
1/4" = 1'-0"



E6 ENLARGED PLAN
1/4" = 1'-0"



A6 FIRST FLOOR PLAN
1/8" = 1'-0"



- LEGEND**
- PCC PAVEMENT
 - SOD
 - PERENNIAL AND SHRUB PLANTING BED
 - TURF SEEDING WITH HYDROMULCH

CENTENNIAL PARK EVENT COMPLEX
PHASE 1

DRAWN BY	MOK
APPROVED BY	SCHEMATIC DESIGN
ISSUED FOR	08-14-2023
PROJECT NUMBER	2112301700
FIELD BOOK	

