



CITY OF SOUTHPORT
REQUEST FOR PROPOSALS
FOR
COMMUNITY BUILDING
AUDIOVISUAL SYSTEM
-
NEEDS ASSESSMENT
&
DESIGN SERVICES

Submit Proposals to:

adail@cityofsouthport.com

Southport Community Building

Mail: 1029 N. Howe St., Southport, NC 28461

Physical: 223 E. Bay St., Southport, NC 28461

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1. INVITATION

The City of Southport Community Building (Community Building) invites qualified firms to submit proposals for the provision of Audiovisual (A/V) consulting services (Services), which includes conceive and design an AV system for the Community Building’s A/V upgrade project.

2. PERIOD OF PERFORMANCE

It is the intent of the City of Southport to award an Agreement to the highest ranked Proposer, in accordance with the evaluation criteria set forth herein. The term of the Agreement shall commence upon the City of Southport Community Building 's issuance of a written Notice to Proceed and conclude upon the City’s final acceptance of the Services.

3. BACKGROUND

The Southport Community Building is a multi-use facility located in historic Southport and provides an impressive backdrop for all occasions. With over 2400 square feet of flexible space in the main hall, the Community offers the versatility to accommodate groups for seminars, conferences, company parties, annual meetings, reunions, weddings, banquets, trade shows and entertainment events.

4. DEFINITIONS

Whenever the following words occur in this RFP, they shall have the following meanings:

- A. COMPETITIVE SEALED PROPOSALS is a transparent procurement method in which Proposals from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed Agreement. Award is typically made to the most qualified Proposer or Proposers whose Proposal(s) provides the best value to the Community Building.
- B. CONTRACT ADMINISTRATOR shall mean the Community Building’s Contract Administrator who will be identified after Solicitation award. Any reference to the Contract Administrator in the Agreement shall mean the Contract Administrator or designated representative. The Agreement will be performed under the direction, inspection, and supervision of the Contract Administrator.
- C. CONTRACTOR or CONSULTANT means any person or firm having a Contract with the Community Building.
- D. COMMUNITY BUILDING or CITY shall mean The City of Southport Community Building.
- E. PROPOSER means a corporate entity or individual who responds to this Request for Proposals.
- F. REQUEST FOR PROPOSALS or RFP means all documents, whether attached or incorporated by reference, utilized for soliciting Proposals. Also referred to as “Solicitation.”
- G. SERVICES shall mean the requested services, goods, supplies or equipment.

5. SOLICITATION PROCESS AND PROPOSAL EVALUATION

The Community Building intends to adhere to the following timeline which is subject to change at the discretion of the City:

<u>Activity</u>	<u>Date</u>
RFP Issued	September 7, 2021
Pre-Proposal Meeting & Site Visit	September 8, 2021 – October 31, 2021
Proposal Due Date	November 30, 2021

To be considered for award, each Proposer must provide evidence of their experience, in the form of a case study where A/V design services were rendered, which were similar to those sought herein.

In addition to the minimum requirements described above, Proposer shall provide information about its company so the City of Southport can evaluate the firm's ability to provide the services set forth in response to this RFP. The City of Southport, at its discretion, may require a Proposer to provide additional information and/or clarify requested information.

6. EXAMINATION OF RFP DOCUMENTS

The selected Proposer will be required to execute a contract with the City of Southport, describing the Scope of Services to be performed, compensation, insurance requirements and other pertinent provisions.

Before submitting its Proposal, each Proposer must examine the RFP documents thoroughly and familiarize itself with any applicable Federal, State, and local laws, ordinances, rules and regulations, and standards affecting provision of the Services.

7. MANDATORY PRE-PROPOSAL MEETING

Proposers are required to attend a Pre-Proposal meeting at the Community Building, located at 223 E. Bay St., Southport, NC 28461. This meeting can be scheduled at your convenience but no later than October 31, 2021.

9. ACKNOWLEDGEMENT OF ADDENDUM / ADDENDA TO THE SOLICITATION

Each Proposer shall acknowledge receipt of any addendum / addenda to this Solicitation.

10. BASIS OF AWARD

Contract award, if any, shall be made to the highest ranked Proposer, as determined by the City of Southport.

11. EVALUATION OF PROPOSALS

The City of Southport reserves the right to request additional information and clarifications during the evaluation and selection process from any or all Proposers regarding their proposals.

Following the initial review and evaluation of proposals, some Proposers may be invited to participate in the next step of the proposal selection process. This may include the submission of additional information, as described below, and/or participation in an oral interview.

The capabilities of each Proposer will be assessed on:

- A. Firm's qualifications and experience in providing the specified services for similar operations and/or entities by reviewing the case study submitted.
- B. Firm's understanding of audiovisual industry standards regarding A/V design.
- C. Experience with applicable A/V design implementation.
- D. Approach to Scope of Services

The Proposer's overall methodology to successfully provide the Services will be assessed for its feasibility, responsiveness to the Scope of Services, effectiveness, and thoroughness.

The Proposer will provide a breakdown of the project by phase, show the estimated hours and hourly rates for each of the Proposers project team member by name or role, and provide the extended cost for each phase with totals for optional and non-optional items, as applicable.

The City of Southport reserves the right to cancel this Solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed. This RFP does not commit the City of Southport to award an

Agreement, to pay any costs incurred by Proposers in the preparation of their proposals submitted in response to this RFP, or to procure or contract for services. The City of Southport reserves the right to modify or cancel in whole or in part this RFP, to reject all proposals, to accept the proposal it considers most favorable to the City of Southport's interest at its sole discretion, and to waive irregularities or informalities in any proposal or in the proposal procedures. The City of Southport further reserves the right to reject all proposals and seek new proposals when the City of Southport considers such a procedure to be in its best interest. If there is any evidence indicating that two or more Proposers are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such Proposers shall be rejected, and such evidence may be a cause for disqualification of the participants in any future solicitations issued by the City of Southport.

The City of Southport reserves the right to hold discussions and/or negotiations with any individual or qualified firm, to interview or not, to request additional information or revised proposals or to request best and final offers if it is in the best interest of the City to do so. However, the City may make an award without conducting any interviews or negotiations; therefore, Proposers are encouraged to submit their best proposal at the outset.

12. SUBMISSION OF PROPOSALS

The Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Proposals. We prefer that proposals are sent via email addressed to: adail@cityofsouthport.com. If the Proposal is submitted by mail, the sealed envelope, containing the Proposal, shall be addressed to: Southport Community Building, 1029 N Howe St., Southport, NC 28461. The envelope shall state "PROPOSAL ENCLOSED" and include the Proposer's name and address on the envelope.

Any Proposal received after the deadline for receipt will not be considered for award and will be returned to the Proposer unopened.

13. MODIFICATION, WITHDRAWAL, MISTAKES, AND MINOR INFORMALITIES

Proposals may be modified or withdrawn prior to the established due date via email or mail request.

A Proposer may correct mistakes in a Proposal prior to the time and date set for due date by submitting a replacement Proposal clearly indicating it supersedes the original submittal.

14. EX-PARTE COMMUNICATIONS

There shall be no communication with any officer, director, employee, or agent of the City of Southport or the Community Building, except as may be reasonably necessary to carry out the procedures specified in this RFP. Nothing herein prohibits Proposers and their representatives from making oral statements or presentations in public to one or more representatives of the City of Southport or the Community Building during a public meeting.

15. CONFIDENTIALITY

If Proposer does not request that the City of Southport withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City of Southport.

16. COMMUNITY BUILDING RESPONSIBILITIES

The City of Southport shall be responsible for the following:

- A. Access to Community Building facilities during business hours.
- B. Coordinate access to Community Building staff.
- C. Provide access to all available applicable drawings and related information.

17. PROJECT PURPOSE & BACKGROUND

The City of Southport invites qualified firms to submit proposals for the provision of Audiovisual (A/V) consulting services (Services), which includes conceive and design an AV system for the Community Building's A/V upgrade project. We seek to modernize the building to prepare for future events and meetings without compromising the simplicity or the natural beauty of the space.

The current system was installed approximately 6-7 years ago and has now outlived its useful life. The proposed design would include all elements of a complete A/V system including but not limited to, microphones, screens/video displays, audio reproduction, audio/video cables, and infrastructure; audio/video switching, distribution, recording and streaming.

The Community Building holds its monthly Board meetings which are open to the public in the "Great Hall" which has a maximum public capacity of 200 seated stadium style and 160 with a mix of tables and chairs. In addition to public and staff seating, the room accommodates a "head table" for 10 City leadership/Board members.

The existing A/V system includes one stand projector, two standing speakers, several microphones for Board members, staff and presenters, and a single camera for recording the Community Building board meetings.

The natural light coming in the windows makes it very difficult to use a projection screen due to saturation. Our current projector is a stand projector, which makes it difficult to set up the board under the existing fireplace, where the screen is located, because it blinds them.

A ceiling mount projector was considered, but not preferred. We feel as though we need an LCD type screen, rather than a projector, to allow the light to no longer be an issue. While a TV was an option talked about early on, this would be a solution that is permanent to the building and could be considered an eyesore at weddings and more formal events.

Our thought is that an interactive smartboard, such as the Vibe, <https://vibe.us/order/us-sales/>, would solve the issue of appearance, while also being interactive and mobile to allow different set-ups for different types of events.

The Board will be given a tablet as a resource during meetings.

The audio and video of the Board meetings are recorded and posted to the internet through Boxcast. The recording system was built in-house with a single camera at the back of the room to record both the board members and the presentations being projected during the board meetings. Our sound for electronic viewers is fed directly from the microphones of the speaker to the audio mixing board, which allows for pretty good quality. To accomplish this with Boxcast, we need a switcher device to switch between the camera feed and the Vibe's feed.

We need a solution that would allow the board members, the electronic viewers, and the in-person viewers to see the presentation simultaneously and comfortably.

Since the room is configured differently based on different events the proposed A/V solution needs to be flexible and easy to set-up and remove from the room for storage when not in use.

It is important to us to keep in mind how much room is required to accommodate the A/V equipment. Since seating is already at a premium, we don't want to lose too many guest chairs.

The building maintains a lot of hard surfaces which causes sound to bounce around the perimeter of the building. Due to this, our current speaker system can be loud, but not necessarily clear.

We have headsets for the hearing impaired, but they are not routinely brought out or utilized.

Current Equipment:

(11) Microphones <i>Vocopro</i>	(2) Stand Speaker <i>Yamaha</i>	(4) Headset <i>Williamsound</i>
(2) Handheld Microphone <i>Audiotechnica</i>	(2) Mounted Speaker	Audio Switch Board <i>Yamaha</i>
(1) Camera <i>Canon XA-11</i>	Projector Screen	Mixer/Amplifier/Switch Outlet

18. SCOPE OF SERVICES

The selected proposer shall perform tasks that include, but are not limited to:

A. Needs Assessment

Inspect, review, and analyze the Community Building's existing A/V system.

Review operational needs for the completed A/V systems.

B. Design Alternatives

Provide summary descriptions together with itemized cost estimates for a minimum of two (2) design alternatives for A/V system improvements which meet the operational requirements determined during the Needs Assessment task.

C. Bid package for A/V System Upgrades:

Provide functional design, technical specifications, and other information necessary for inclusion into the build/implementation solicitation for the final alternative selected by the Community Building.

D. System build/implementation.

E. Technical assistance and oversight during system build/implementation.

F. Technical assistance and oversight after system build and routine maintenance and upkeep of the system.

G. A support contact who must be available outside of normal business hours for emergency assistance during evening and weekend events.

19. PROPOSAL CONTENT

The intent of this RFP is to encourage responses that clearly communicate the Proposer's understanding of the requirements of this RFP and the Agreement for Services and its implementation. Submission of a proposal indicates acceptance by a firm of the conditions contained in this RFP, unless otherwise indicated in the proposal.

A. Letter of Introduction

A signed Letter of Introduction, on company letterhead, introducing the firm and summarizing the firm's qualifications. It should clearly state the firm's understanding of the requirements under this RFP and highlight any unique qualifications.

B. Proposer's Qualifications and Experience

To be considered for award, each Proposer must provide evidence of their experience, in the form of a case study where A/V design services were rendered, which were like our needs.

Describe the firm, its size and organization, and general operational structure, as well as its management and technical personnel.

Identify services the firm has provided to other city buildings.

Describe those aspects of the firm that pertain to the ability to provide superior service for the scope of services described under this RFP.

C. Approach to Scope of Services

The proposal should set forth a comprehensive description of the approach to providing the services and should clearly demonstrate an understanding of the Community Building's requirements.

Provide a preliminary project timeline identifying each of the major tasks and activities to be performed and estimated completion date for each task/activity.

Provide summary descriptions together with itemized cost estimates for a minimum of two (2) design alternatives for A/V system improvements which meet the operational requirements.

D. Cost Proposal

The cost should be a firm-fixed fee for all services necessary to accomplish the stated scope of services.

The proposal should include a detailed breakdown of the costs by item.