Indiana University of Pennsylvania

Facilities Engineering & Construction Group
Robertshaw Building
650 S. Thirteenth Street
Indiana, Pennsylvania 15705-1087

724-357-2289
Fax: 724-357-6480
Internet: *http://www.iup.edu/engconstruction*

Date: September 10, 2010

Subject: Request for Proposal - IUP-EC10-005

Indiana University of Pennsylvania, a member of the PA State System of Higher Education invites you to submit a proposal to furnish & install the sound and audio system in the newly constructed Kovalchick Convention and Athletic Complex (KCAC) at Indiana University of Pennsylvania (IUP) in accordance with the enclosed request for proposal.

All proposals must be submitted in six (6) copies and must be submitted in sealed envelopes marked **"IUP-EC10-005 Sound - Audio System for KCAC"** to the following:

Ruth Succheralli
Indiana University of Pennsylvania
Engineering & Construction Group
Robertshaw Building
650 So. 13th Street
Indiana, PA 15705

One (1) Cost proposal must be submitted in a separate envelope marked "Cost – "IUP-EC10-005 Sound-Audio System – KCAC"

Proposals must be received at the above address **NO LATER THAN 2:00 PM, Thursday, September 30, 2010.** Late proposals will not be considered regardless of the reason. Proposals will be evaluated in accordance with the Request for Proposal.

A MANDATORY pre-proposal conference, with site visit to follow, will be held at 1:30 PM, on Friday, September 17, 2010 at the Engineering & Construction Group Office in the Robertshaw Building at Indiana University of Pennsylvania, 650 South 13th Street, Indiana, PA 15705. Attendance is required for bid to be considered.

The evaluation of the proposals and selection of the contractor is expected to be completed within two weeks after receipt of proposals.

Any administrative questions concerning this proposal may be directed to Ruth Succheralli at (724) 357-3243, email; rmsucch@iup.edu . Any technical questions concerning this proposal may be directed to Raymond Wygonik at (724) 357-2289, email: rwygonik@iup.edu .

*Special Note : P*lease be advised that effective January 1, 2009 all responses to this procurement opportunity are subject to the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., (Act 3 of 2008). The Right-to-Know Law permits any requestor to inspect and/or copy any record prepared and maintained or received in the course of the operation of a public office or agency that is not subject to the enumerated exceptions under the law. **If your response to the procurement opportunity contains a trade secret or confidential proprietary information, you should include with your response a separate signed written statement to that effect.** Should your response become the subject of a Pennsylvania Right-to-Know Law request, you will be notified by the procurement **office to identify all trade secrets or confidential and proprietary information that is included in your response. The agency will then determine whether the claimed trade secret or confidential and proprietary information is subject to disclosure.**

Indiana University of Pennsylvania
Pennsylvania State System of Higher Education

REQUEST FOR PROPOSAL

IUP-EC10-005
Sound – Audio System

for

Kovalchick Convention and Athletic Complex
at
Indiana University of Pennsylvania

Prepared by:
Indiana University of Pennsylvania
Engineering and Construction Office
Indiana, PA

(724) 357-2289

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Kovalchick Convention and Athletic Complex
Indiana University of Pennsylvania

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PART I

GENERAL INFORMATION FOR CONTRACTORS

A **Purpose** This Request for Proposal (RFP) provides interested bidders with sufficient information to enable them to prepare and submit sealed proposals for consideration by the Office of Engineering and Construction of the Indiana University of Pennsylvania of the Pennsylvania State System of Higher Education to satisfy the system needs for the KCAC.

B **Issuing Office** This RFP is issued by the Office of Engineering and Construction of the Indiana University of Pennsylvania (IUP) of the Pennsylvania State System of Higher Education (System). The issuing office is the sole point of contact for this RFP. Questions or requests for clarification must be directed to:

Mr. Raymond L. Wygonik, Director
IUP Engineering & Construction
Robertshaw Building
650 So. 13th Street
Indiana, PA 15705
Ph: 724-357-2289
Fx: 724-357-6480
Email: rwygonik@iup.edu

C **Scope** This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements, which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

D **Problem Statement** IUP is constructing a new multipurpose arena. The university desires to purchase first quality sound systems for the new multi-purpose complex. The building is currently under construction and installation of the sound systems will overlap with the completion of the construction work. It will be necessary to coordinate all work required under this proposal with all work and contractors on Pennsylvania Department of General Services Contract 407-66.

The design and requirements of the sound systems are described in Section IV Specifications and in the Project Drawings.

All work to be completed by February 1, 2011 with the systems fully functional and accepted tested.

The successful contractor will be responsible for purchase, delivery and installation of all items required to install the systems specified as well as all supervision, labor, technical testing, clean-up and all other work or tasks required to meet the terms of the proposal. Cost for training on the systems to be part of the bid package.

E **Proposal Instructions** Find "General Conditions and Instructions to Bidders for Services" **(Appendix A)** attached for your information and reference.

F **Type of Contract** It is proposed that if a contract is entered into as a result of the RFP, IUP Engineering & Construction Office will initiate a furnish & install purchase contract. Negotiations may be undertaken with contractors whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work. The selected contractor will be expected to enter into an agreement containing the Contractor's Duties and the Commonwealth of Pennsylvania Standard Terms and Conditions included and defined in **Appendix B** of this RFP. *Contractor's Legal Counsel or Authorized Official must sign **Appendix B** showing acceptance of terms and conditions and return with proposal.* Any exceptions to the terms and conditions must be attached to **Appendix B** with return of the proposal. If there are exceptions, they must include proposed alternate language and a clear explanation of the exceptions.

Note: Acceptance of the Terms and Conditions is part of the evaluation criteria; Exceptions to the Commonwealth Terms and Conditions will affect your evaluation and may disqualify your proposal if IUP cannot agree to the exceptions.

G **Rejection of Proposals.** The State System reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing contractors.

H **Incurring Costs.** The State System is not liable for any costs incurred by contractors prior to issuance of a contract.

I **Pre-proposal Conference:** A pre-proposal conference will be held on the date and at the place specified in the cover letter. **Attendance is mandatory.** The purpose of this conference is to clarify any points in the RFP, which may not have been clearly understood and to afford a site visit. Questions must be forwarded to the issuing office prior to the meeting to ensure sufficient analysis can be made before an answer is supplied. The pre-proposal conference is for information only. Answers furnished during the conference will not be official until verified, in writing, by the issuing office. The bidding requirements regarding the Bid Proposal will be discussed at the Pre-proposal conference. It will be reiterated that completing the Bid Proposal completely and correctly is very important and failure to do so could be cause for rejection of the bid.

J **Amendment to the RFP.** If it becomes necessary to revise any part of this RFP, an amendment will be posted on the website at www.iup.edu/engconstruction for access by all contractors who received the basic RFP. It is the responsibility of the bidder to periodically check this site for any and all amendments issued.

K **Response Date.** To be considered, proposals must arrive at the issuing office on or before the time and date specified in the proposal. Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals.

L **Proposals.** To be considered, contractors must submit a complete response to this RFP, using the format provided in **Part III**. Each proposal must be submitted in six (6) copies to the issuing office. No other distribution of proposals will be made by the vendor. Proposals must be signed by an official authorized to bind the contractor to its provisions. For this RFP, the proposal must remain valid for at least 60 days. Moreover, the contents of the proposal of the selected vendor will become contractual obligations if a purchase/install contract is entered into.

M **Economy of Preparation.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP.

N **Prime Vendor Responsibilities.** The selected vendor will be required to assume responsibility for all services offered in his proposal whether or not he produces them. Further, the State System will consider the selected vendor to be sole point of contact with regard to contractual matters.

O **Disclosure of Proposal Contents.** Proposals will be held in confidence and, except for the selected proposal, will not be revealed or discussed with competitors. All other material submitted with the proposal becomes the property of the State System and may be returned only at the State System's option. Proposals submitted to the State System may be reviewed and evaluated by any person other than competing contractors at the discretion of the State System. The State System has the right to use any or all ideas in any proposal. Selection or rejection of the proposal does not affect this right.

P **Debriefing Conferences.** Contractors whose proposals are not selected will be notified of the name of the selected contractor and will be given the opportunity to be debriefed.

Q **News Releases.** News releases pertaining to this project will not be made without prior State System approval, and only in coordination with the issuing office.

R **Cost Data.** All cost data for the proposal shall be submitted on Cost Proposal form **(Appendix C)** in a separate sealed envelope within the sealed proposal and kept separate from the technical proposal. Failure to meet this requirement will result in automatic disqualification of the proposal.

PART II

DESCRIPTION OF ORGANIZATION – WORK STATEMENT

A. DESCRIPTION OF ORGANIZATION Indiana University of Pennsylvania is a part of the Pennsylvania State System of Higher Education. Indiana University of Pennsylvania (IUP) is recognized for its combination of academic offerings include more than 100 undergraduate majors with a variety of internship and study-abroad programs, more than 40 master's degree programs, and eight programs leading to the doctoral degree.

IUP provides an intellectually challenging experience to more than 14,000 students at the university's three campuses, all easily accessible from Pittsburgh and the Middle Atlantic region. IUP's primary campus is located in Indiana, Pennsylvania, a safe, friendly community in easy reach of a wide range of outdoor activities.

The Kovalchick Convention and Athletic Complex is a new 150,000-square-foot building situated on approximately 6.55 acres of 33 acres of property adjacent to the university along Wayne Avenue previously owned by the Kovalchick Salvage Company.

The complex will include a 4,000 to 6,000-seat multi-use arena/convocation center to accommodate large events, including commencement, sporting events (intercollegiate and others), concerts and other cultural events, conferences, and trade shows.

It will offer a conference center that will provide a combination of dedicated and shared technologically advanced spaces with multiple uses in education and training based on the needs of a shifting economy from heavy industry to high technology and service-based economy.

It will feature integrated arrangement of shared multi-use spaces, including a 650-seat auditorium, grand lobby, break-out facilities, and commercial kitchen.

While owned and managed by Indiana University of Pennsylvania, the Kovalchick Convention and Athletic Complex will serve as a resource for the University and the entire regional community.

B. Objectives Provide the KCAC with sound systems as specified in the proposal documents.

C Schedule

Installation and final acceptance testing of the sound systems and all required items is to be complete by February 1, 2011.

PART III

REQUIREMENTS & SUBMITTALS

A Statement of the Problem: State in succinct terms your understanding of the products and services presented by this RFP.

B Manufacturer Qualifications: Provide all information requested in each item below including confirmation the bidder meets each listed requirement.

1) Work on this project shall be by a Technical System Contractor who:

(a) Is licensed to perform work of this type in the project jurisdiction, and

(b) Has at least five (5) years of verifiable direct experience with the devices, equipment and systems of the type and scope specified in this Request for Proposal, and

(c) Has a minimum of one full-time staff member who has attended technical systems taught by Syn-Aud-Com in the past 10 years, and

(d) Has an active membership in the National Systems Contractors Association (NSCA), and

(e) Has a minimum of one full-time NICET certified Level II audio systems technician or one full-time NSCA Certified Electronic Systems Technician (C-EST) or one Infocomm CTS-1 (Certified Technology Specialist – Installation) systems technical, and

(f) Has a fully staffed and equipped maintenance and repair facility.

2) The technical Systems Contractor shall include, with his proposal, a list of credentialed staff who will be actively involved in this project including specific tasks each will perform. Include all continuing education for each individual.

3) List any claims filed by or against you related to any project you were involved with during the last 5 years.

4) Customer Support: Describe the firm's ability to support the schedule and delivery requirements. Describe the firm's customer support program for resolution of warranty items.

5) Provide a financial profile of your company including a financial statement for the latest full fiscal year.

6) Provide a statement the bidder can provide all products and services required by the RFP, in particular the ability to design, provide and install the systems specified on the required schedule.

7) With proposal, provide a Letter of Surety from bonding agent, stating ability to provide 100% Payment/Performance bond. Proof of Liability and Workers' Comp insurance is required upon execution of a contract.

C **Cost and Price Analysis.** The information requested in this section is required to support the reasonableness of your quotation and is for internal State System use only. This portion of the proposal must be bound and sealed separately from the remainder of the proposal. (Appendix C)

D **Bonds and Insurance**
The contractor will be required to post all bonds and insurance as required by the Project Proposal and the Standard Form of Agreement for Facilities Projects.

PART IV

SPECIFICATIONS – SECTION 274100

(SEE APPENDIX D - Section 274100 – Sound 08-05-10)

PART V

CRITERIA FOR SELECTION

A All proposals received from contractors will be reviewed and evaluated by a committee of qualified personnel selected by the State System. This committee will recommend for selection the proposal, which most closely meets the requirements of the RFP and satisfies the State System needs.

B The following areas of consideration will be used in making the selection:

1) **Understanding the Problem.** This refers to the contractor's understanding of the State System needs that generated the RFP, of the State System's objectives in asking for the products, services and of the nature and scope of the work involved.
2) **Vendor Qualifications/Experience.** This refers to the ability of the contractor to meet the terms of the RFP
3) **Product Evaluation.** Safety record/attributes, appearance, longevity, resiliency, traction, ease of installation and removal and any other attributes that will allow a complete evaluation of the proposed product.
4) **Soundness of Approach.** Emphasis here is if the technical approach is completely responsive to all written specifications and requirements contained in the RFP and it appears to meet State System objectives. Complete generic material descriptions should be provided for all system components' including their structural properties.
5) **Cost.** The above six areas will carry approximately 50% weight in the RFP evaluation. Cost will carry the remaining portion.

PART VI

LIST DRAWINGS - (**APPENDIX E** , 40 Drawings)

SV001 Sheet Index; Symbols
SV002 Arena Front-End Audio Diagram
SV003 Arena Drive-End Audio Diagram
SV004 Arena Amp Mon; Truth Table; Gnd Sch; Pnl Details
SV005 Arena Panel & Plate Details
SV006 Camera & Broadcast Audio-Video Cable Diagram
SV007 Camera & Broadcast Panel & Rack Details
SV008 Auditorium Front-End Audio Diagram
SV009 Auditorium Drive-End Audio Diagram
SV010 Main Lobby Audio Diagram
SV011 Auditorium & Lobby Panel & Plate Details
SV012 Arena Conceptual IPS Layout
SV013 Auditorium & Lobby Conceptual IPS Layout
SV014 IPS Logic Control Wiring Schematic
SV101A Event Level - Area A
SV101B Event Level - Area B
SV101C Event Level - Area C
SV101D Event Level - Area D
SV101E Event Level - Area E
SV102A Concourse Level - Area A
SV102B Concourse level - Area B
SV102C Concourse Level - Area C
SV102D - Concourse Level - Area D
SV103 Catwalk Level Speaker Plan
SV104 Catwalk Level - Intercom Plan and Future Video Proj
SV111A Event Level Reflected Ceiling Plan - Area A
SV111D Event Level Reflected Ceiling Plan - Area D
SV111E Event Level Reflected Ceiling Plan - Area E
SV112A - Concourse Level Reflected Ceiling Plan - Area A
SV112B Concourse Level Reflected Ceiling Plan - Area B
SV112C Concourse Level Reflected Ceiling Plan - Area C
SV112D Concourse Level Reflected Ceiling Plan - Area D
SV112E Concourse Level Reflected Ceiling Plan - Area E
SV301 Building Section - Speaker Installation Notes
SV302 Auditorium enlarged sections
SV401 Arena Control Room Enlarged Plan & Details
SV402 Arena Mech Rm Plan Rack Detail AC Power Diagram
SV403 Conference Center AC Power Diagram
SV404 Auditorium Sound Booth Enlarged Plan & Details
SV405 Auditorium Section B & AC Power Diagram