



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY

### REQUEST FOR PROPOSAL FOR AUDIO SYSTEMS DESIGN-BUILD SERVICES

#### AUDIO SYSTEMS UPGRADE / REPLACEMENT FOR ENO MEMORIAL HALL AUDITORIUM

Submissions will be received at the Town of Simsbury, 933 Hopmeadow Street, Simsbury, Connecticut 06070 until April 25, 2018 at 3:00 pm, EST

The Request for Qualifications (RFQ) is available online [www.simsbury-ct.gov/finance](http://www.simsbury-ct.gov/finance) (Under Links) or by contacting Jerome F. Shea at [jshea@simsbury-ct.gov](mailto:jshea@simsbury-ct.gov)

Nine (9) copies and one flash drive of the submitted qualifications are to be placed in an envelope and addressed to Sean Kimball, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070. No proposals will be accepted after the date and time specified. No fax or email submissions will be accepted.

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of Town of Simsbury.

**Questions regarding this RFP should be directed to Jerome F. Shea, Town Engineer via email at [jshea@simsbury-ct.gov](mailto:jshea@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on April 20, 2018. Responses to all salient questions will be provided by addendum and posted on the Town's web site under the Finance page, RFQ's & RFP's prior to the close of business on April 23, 2018.**

Proposers are encouraged to attend a pre-proposal walk-through at the project site (754 Hopmeadow Street, Simsbury, CT 06070) at 12:30 p.m. on Thursday, April 12, 2018. Proposers will have the opportunity to examine the site and ask any questions of the owner. Responses to all questions will be made available to all proposers by addendum, as above.

**Sean Kimball, Director of Finance / Treasurer**  
Town of Simsbury

Telephone (860) 658-3200  
Facsimile (860) 658-9467

An Equal Opportunity Employer  
8:30 – 7:00 Monday  
8:30 - 4:30 Tuesday through  
Thursday  
8:30 – 1:00 Friday

**RFP NO. 2017-01**

**TOWN OF SIMSBURY**

**AUDIO SYSTEMS UPGRADE / REPLACEMENT FOR ENO MEMORIAL HALL AUDITORIUM**

**Simsbury, CT 06070**

**Request for Audio Systems Design-Build Services**

**April 2, 2018**

## **1.0 INTRODUCTION**

The Town of Simsbury anticipates undertaking a project (“Project”) that will involve the upgrade or replacement of audio reinforcement and reproduction systems at Eno Auditorium.

This Request for Proposal is for the solicitation of Design-Build Services for the Project.

## **2.0 PROJECT DESCRIPTION**

### **2.1 Project Background**

Eno Auditorium is located within within Eno Memorial Hall at 754 Hopmeadow Street in the Town of Simsbury, Connecticut. The auditorium, built in 1932, has a permitted capacity of 284 and comprises a proscenium stage, flat main floor with 90 permanent seats, and balcony. The auditorium is part of the town’s Senior Center but serves a variety of Town functions ranging from meetings and classes to theatrical productions and concerts.

The existing audio reinforcement and reproduction system, installed in 1993, is an analog system that includes a sixteen (16) channel mixer; two loudspeakers on the front wall of the auditorium, left and right of the stage; graphic equalizer; feedback suppressor; and amplifier. The equipment rack is located in a storage room beneath the stage. Microphone inputs to the system are via portable plug box with eight (8) inputs, which is connected to the equipment rack via a long cable that extends throughout the main floor area and is stored under the stage. The system functions mainly for voice reinforcement and light amplification of pre-recorded material.

The Town of Simsbury wishes to upgrade the existing system by incorporation of assistive listening capabilities. Alternately, as described below, the system may be replaced with a new system of similar capability (i.e. voice reinforcement and light amplification of pre-recorded material), but incorporating assistive listening capabilities and simplified user control of the new system.

It is noted that the auditorium currently suffers from lack of clarity and intelligibility of the existing audio system due to excessive reverberation. Concurrent with the work covered in this RFP, the Town plans to implement acoustic treatment to reduce reverberation within the room.

Eno Hall and its auditorium is a building that is listed on the State of Connecticut and National Register of Historic Places. Any disturbance to existing surfaces and any new equipment installation shall not disturb the fabric of the space without approval of the Owner and the State Historic Preservation Office. The installation of the system shall be as minimally invasive as possible and shall have minimal visual impact.

Any surface that is disturbed as part of the installation shall be restored to its existing condition. All walls, floors and ceilings shall be thoroughly protected from damage from the Contractor's operations. Any damage from the installer's operations shall be restored to the existing condition at no cost to the Owner.

Work shall be scheduled to not interfere with activities in the building unless prior approval is obtained from Owner.

## **2.2 Scope of Services**

1. Furnish all design and engineering services, labor, and materials to provide complete and professionally installed systems in working order as described herein. Systems shall be designed, installed, tested, and ready for use.
2. Labor furnished shall be specialized and experienced in systems installation. Any electrical work shall be implemented by a licensed electrician.
3. Base Proposal and Alternate:
  - a. Base Proposal shall include addition of assistive listening capabilities to the existing audio system.
    - i. Two separate assistive listening systems shall be provided: (1) Radio Frequency (RF) type, and (2) WiFi type (via connection to existing wireless network by others).
    - ii. RF system shall be equivalent in performance, functionality, and quality to Listen RF216 by Listen Technologies. The location of antennas shall be coordinated with the Owner.
    - iii. RF system shall include a minimum of twelve (12) headsets, of which three (3) shall be hearing-aid capable. Charging units for all headsets shall be provided with a source for electrical power.
    - iv. Provide a lockable, wall-mounted cabinet for storage of RF system receivers, including active charging units. Location of cabinet shall be coordinated with the Owner.
    - v. WiFi system shall include a two-channel WiFi server equivalent in performance, functionality, and quality to MX5-1 by Listen Technologies. Provide a separate, lockable wall-mounted rack for WiFi server.
    - vi. The system inputs shall be from the mixer output.
  - b. Alternate Proposal shall include replacement of all signal processing and loudspeaker equipment, addition of assistive listening capabilities, and additional of touch panel control.
    - i. Provide 12x12 digital signal processor with wired touch panel control and capability for wireless control via tablet device. Digital signal processor shall be equivalent in

performance, functionality, and quality to Prism or Radius series by Symetrix. Wired control panel shall be wall mounted; location to be coordinated with Owner.

- ii. Digital mixer shall be equivalent in performance, functionality, and quality to TF1 Series by Yamaha. Mixer shall be capable of being operated in the existing storage room under the stage and at the rear of the auditorium (with touchpad device) and within the balcony control room with wireless touchpad. Provide appropriate connections as required. All wiring shall be concealed with prior Owner approval of wiring diagrams and locations.
- iii. Loudspeakers shall be equivalent in performance, functionality, and quality to Series xS by D&B Audiotechnik. Speaker enclosures shall be white and shall be installed in the same location as existing speakers. If additional speakers are required or if new speakers are proposed to be located in a different location than existing, the Design Builder shall so state in the RFP response.
- iv. System equipment shall be located within a lockable rack located in the existing storage room beneath the stage (where the existing equipment is located). Rack shall provide hinged access to rear of system units.
- v. Provide an assistive listening systems as noted in 3a, above. Modify as necessary for the new equipment.
- vi. Re-purpose and connect existing audio "snake" for microphone and SCTV to new system.

4. Submittals – Prior to fabrication or installation, the following shall be submitted to the owner for approval:

- a. Device location drawings. Owner will provide drawings of first floor for preparation of location drawings.
- b. Itemized list of all equipment and materials, including manufacturer's cut sheets and information, to be used in assembling the system.
- c. One-line signal flow diagrams.

5. Perform final adjustments to the systems.

6. Provide up to two hours of training to Owner's personnel with a minimum of 2 sessions.

7. Two bound copies and one thumb drive of Operations and Maintenance data and Warranties.

### **3.0 PROPOSAL REQUIREMENTS/FORMAT**

The TOWN OF SIMSBURY will not be liable for any costs incurred by Proposers in preparing proposals or interview process or associated costs. The Proposers shall furnish the TOWN OF SIMSBURY such additional information as it may reasonably require to evaluate the proposals.

The TOWN OF SIMSBURY will consider only those Proposers who are able to meet and document all qualifications requirements described below.

**Proposers must submit nine (9) hard copies and (1) flash drive of their response in the following format:**

1. Cover letter addressing the following:
  - o Statement of Interest

- Identification of the point of contact for the RFP
- 2. Firm Profile
- 3. Relevant project experience from the past 5 years with references and contact information
- 4. Proposed subcontractors for the project
- 5. Other: Submit additional information your firm believes is pertinent to this RFP.
- 6. Preliminary schedule for procuring equipment and installation time for the base and alternate scopes of work.
- 7. Fixed price bids for the base and alternate scopes of work outlined above.

A determination that a Proposer meets these requirements is no assurance that the Proposer will be selected for performance of the services solicited in this document.

#### **4.0 SELECTION PROCESS**

The materials submitted by the Proposers will be reviewed and ranked by the Town of Simsbury and will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience.
- Experience with providing innovative solutions and alternatives.
- Experience working with government agencies that may have jurisdiction over the Project.
- Experience working with the construction process and procedures.
- Ability to comply with Project requirements.
- Experience, skill-set and demonstrated leadership of proposed Project team.
- Quality of proposal.

#### **4.1 Instructions to Proposers:**

All qualifications must be received by the time designated; any submission received late will not be accepted. RFP documents may be obtained at the Town of Simsbury website [www.simsbury-ct.gov](http://www.simsbury-ct.gov).

All qualifications shall be submitted to the following individual in a sealed envelope entitled "RFP No. 2017-01 Audio Systems Upgrade / Replacement for Eno Memorial Hall Auditorium."

Sean Kimball, Director of Finance / Treasurer  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, Connecticut 06070

#### **4.2 RFP Schedule**

Advertise	April 3, 2018
Pre-Proposal Site Visit	April 12, 2018 at 12:30 PM
RFQ Responses Due	April 23, 2018 by 3 PM, Eastern Standard Time, 9 hard copies and 1 flash drive of your proposal shall be delivered to the Town of Simsbury at above address.

#### **4.3 Project Schedule**

- |                                    |              |
|------------------------------------|--------------|
| • Short list on (or about)         | May 1, 2018  |
| • Interviews on (or about)         | May 8, 2018  |
| • Preliminary Selection (or about) | May 15, 2018 |

- Negotiate Contract / Contract Execution on (or about) June 1, 2018

The Work included in this RFP is anticipated to be completed from August 1, 2018 and August 31, 2018.

#### **4.4 Interviews**

- Following its evaluation of the proposals received, the Selection Committee may invite a short-list of the most qualified Proposers to be interviewed. The Proposer will be requested to present, at a minimum, their preliminary understanding and technical approach to the project as part of the interview.
- The TOWN OF SIMSBURY reserves the right to reject any and all qualifications and proposals, including those that do not provide the requested information. The TOWN OF SIMSBURY or the Selection Committee may reject any or all proposals for such reason as it may deem proper. In its acceptance of proposals, TOWN OF SIMSBURY and the Selection Committee will be guided by consideration of the interests of TOWN OF SIMSBURY. The TOWN OF SIMSBURY further reserve the right to waive informality or technical defects, if, in its judgment, the best interests of the Town of Simsbury will be so served.

#### **4.5 Inquiries and Questions**

Inquiries and Questions regarding this RFQ should be directed to Jerome F. Shea, Town Engineer via email at [jshea@simsbury-ct.gov](mailto:jshea@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on April 20, 2018. Only emailed responses to questions will be binding.

Responses to all salient questions will be provided by addendum and posted on the Town's web site under the Finance page, Public Bids and RFP's prior to the close of business on April 23, 2018.

#### **5.0 GENERAL TERMS AND CONDITIONS/ADDITIONAL INFORMATION**

Amendments to, or withdrawal of, packages received later than the time and date set for the opening will not be considered.

The Town of Simsbury may require further information and references on any individual or company prior to making an award.

The Town of Simsbury reserves the right to amend and/or cancel the RFP prior to the time and date of the opening.

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all know prospective Proposers and such revisions or addenda will additionally be posted on the following websites:

<http://www.simsbury-ct.gov/finance> (under Public Bids and RFP's).  
<http://das.ct.gov/cr1.aspx?page=12>

A contract shall not be awarded to any corporation, firm or individual who has an unpaid and/or overdue debt to the Town of Simsbury by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the TOWN OF SIMSBURY.

All proposers shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

The individual signing this Proposal hereby declares that no person or persons other than members of his/her own organization are interested in this project or in the contract proposed to be let; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no persons acting for or employed by TOWN OF SIMSBURY is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interest of TOWN OF SIMSBURY.

Equal Opportunity-Affirmative Action. The successful Proposer shall comply in all aspects with the applicable Equal Employment Opportunity laws and regulations.

The TOWN OF SIMSBURY is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in a fee proposal. Exemption certificates will be furnished upon request.

### **6.0 Insurance Requirements**

The selected Design-Build Company shall, at its own expense and cost, obtain and keep in force during the entire duration of the Services the following insurance coverage covering the Company and all of its agents, employees, sub-contractors and other providers of all or part of the Services and shall name TOWN OF SIMSBURY as Additional Insured's on a primary and non-contributory basis to the A/E Firms' Commercial General Liability, and Automobile Liability Insurance. All income shall be written with insurance carriers approved by Owner and licensed to do business in the State of Connecticut. Minimum limits and requirements are stated below:

1. Worker's Compensation Insurance:
  - a. Statutory Coverage
  - b. Employer's Liability
  - c. \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
  
2. Commercial General Liability:
  - a. Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
  - b. Limits of Liability for Bodily Injury and Building Damage
  - c. Each Occurrence \$1,000,000
  - d. Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
  
3. Automobile Insurance:
  - a. Including all owned, hired, borrowed and non-owned vehicles
  - b. Limit of Liability for Bodily Injury and Building Damage:
  - c. Per Accident \$1,000,000

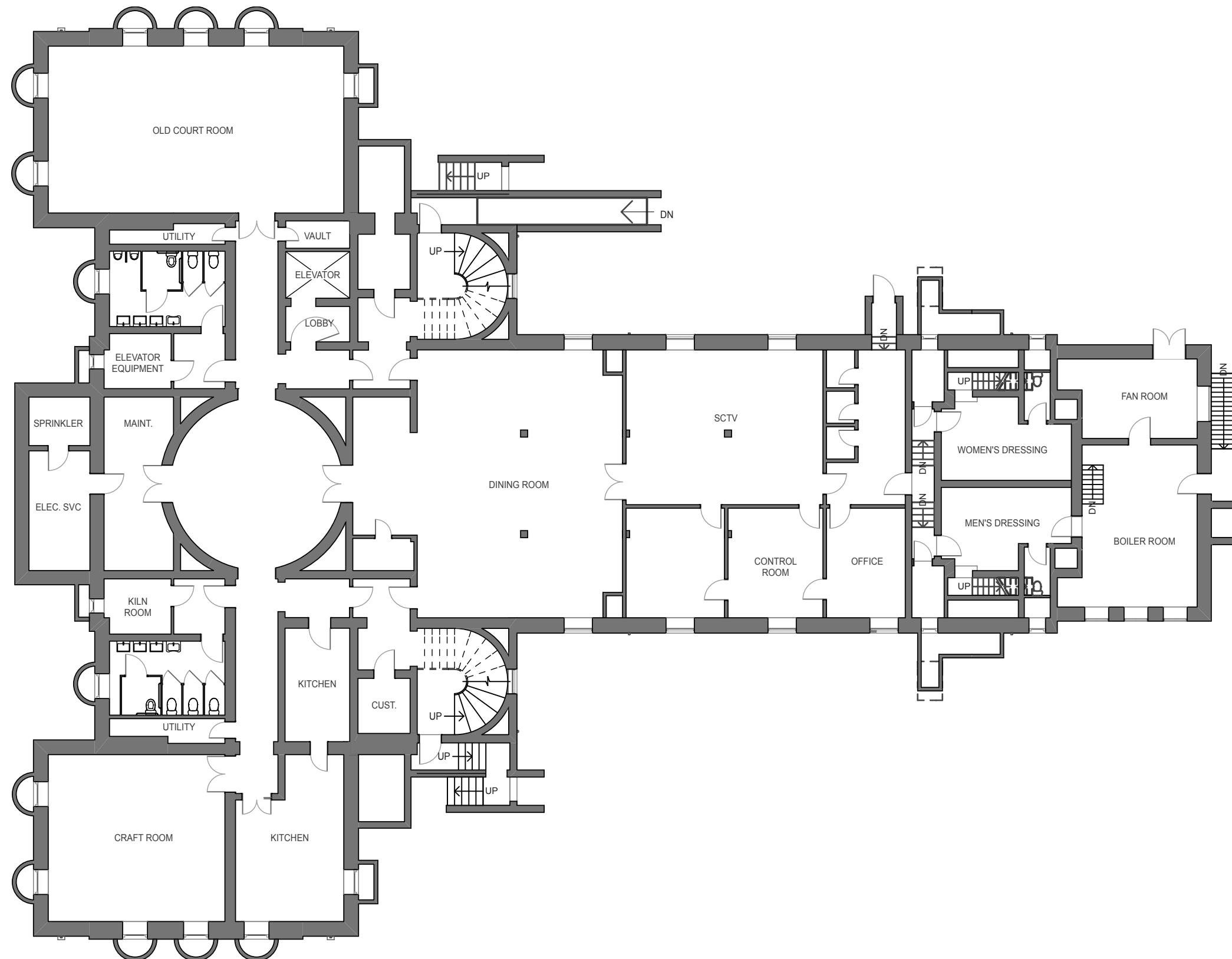
The Company's sub-consultants shall carry the same types and amounts of insurance unless otherwise agreed to by TOWN OF SIMSBURY.

**NOTE:** By submitting a proposal the vendor agrees that any or all past clients may be contacted by the TOWN OF SIMSBURY. The vendors submitting also agree to release and discharge by submitting for the

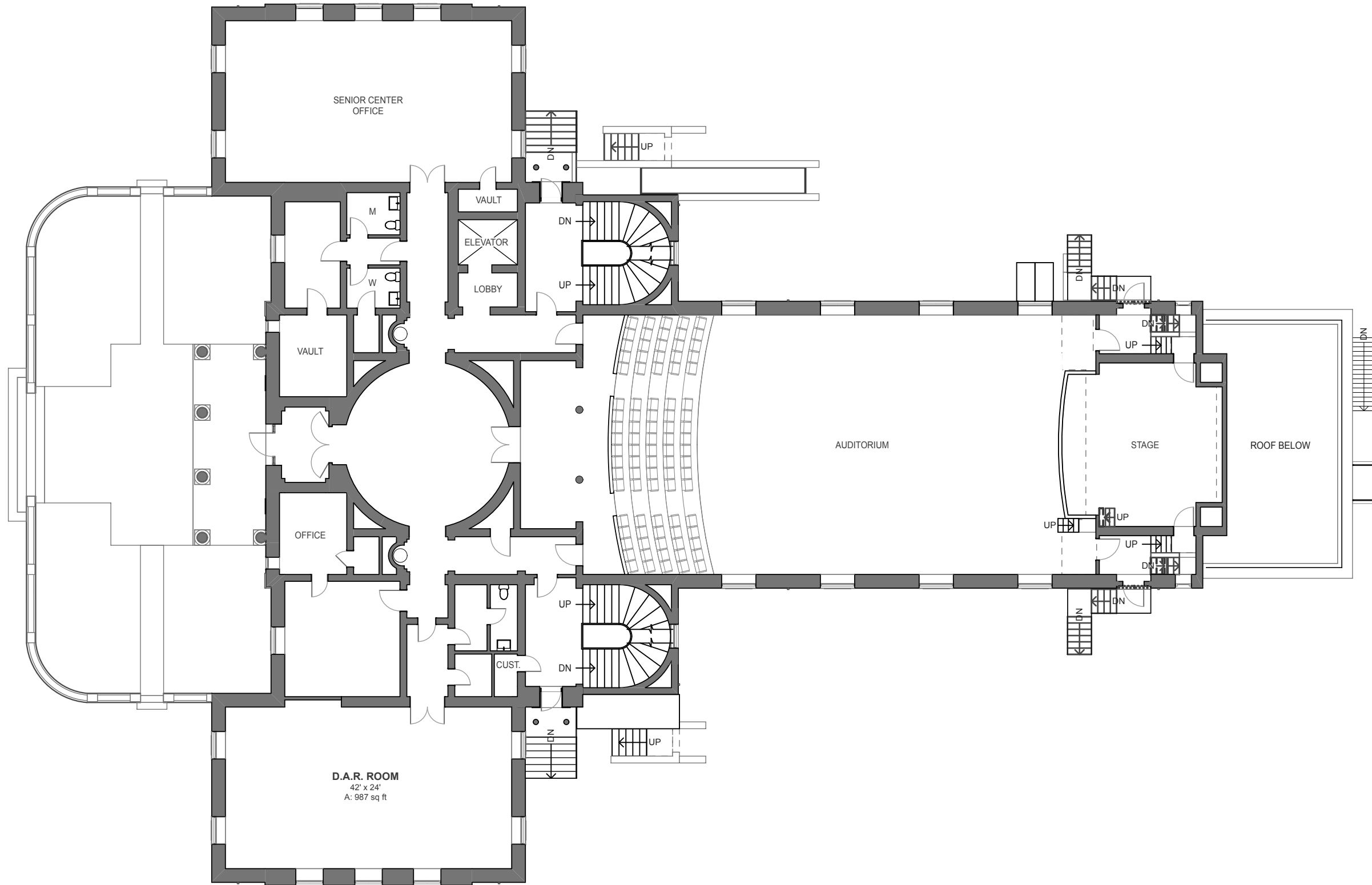
vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the TOWN OF SIMSBURY, and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the TOWN OF SIMSBURY to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

**END OF REQUEST FOR PROPOSAL**

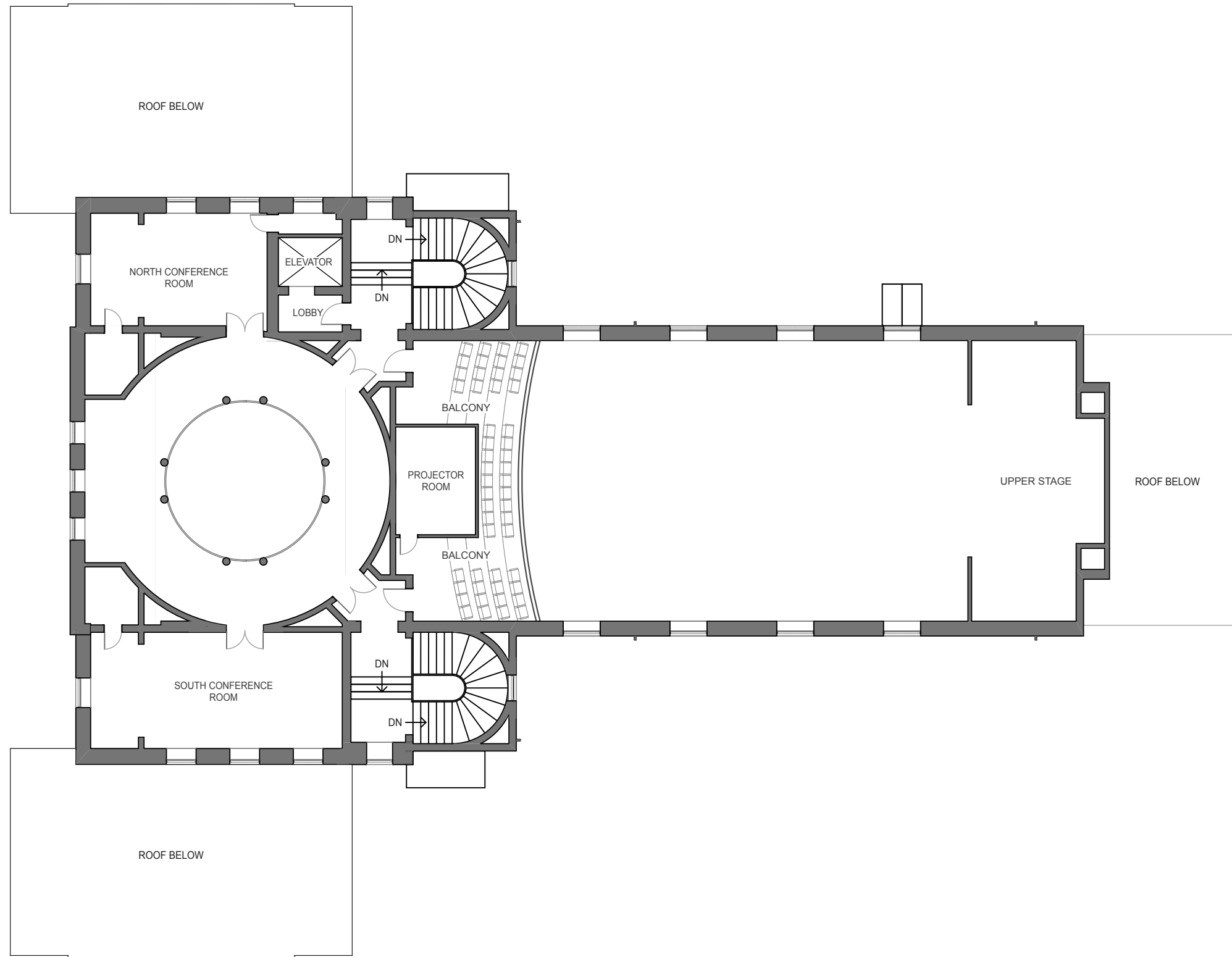




**1** EXISTING LOWER LEVEL PLAN  
 SCALE: 1/16" = 1'-0"



1 EXISTING FIRST FLOOR PLAN  
SCALE: 1/16" = 1'-0"



**1** EXISTING SECOND FLOOR PLAN  
 SCALE: 1/16" = 1'-0"

# Eno Memorial Hall Renovations