

Golden Valley Historical Society Request for Proposal (RFP)

- Services:** Plan & install audiovisual equipment
- Project:** The Golden Valley Historical Society seeks a qualified A/V contractor to plan and install audiovisual equipment in its historic building.
- Closing Date:** Wednesday, October 5, 2022 at 5:00pm Central Time
- Primary Contact:** Elsa Kendig
Project Manager
(612) 619-9527
kendige@gmail.com

1. Purpose and Scope of Services

The Golden Valley Historical Society (GVHS) seeks proposals from qualified A/V contractors to plan and install audiovisual equipment at GVHS in Golden Valley, Minnesota. The primary goal of this project is to determine what changes and improvements would be feasible and necessary, then install equipment to improve on-site presentations. The contractor shall:

- 1) Conduct a kickoff call with GVHS stakeholders to discuss GVHS's current system, desired capabilities, and future needs;
- 2) Conduct an on-site visit to assess A/V needs in GVHS's historic building;
- 3) Draft recommendations customized to GVHS for the GVHS Board to review and provide comments; and
- 4) Order and install A/V equipment to improve on-site presentations.

This RFP describes the basic services required and the process for selecting the qualified contractor for this project. Women and minorities are encouraged to apply.

Individuals hired for this work are considered contractors and not GVHS employees. No sick leave, vacation, or medical benefits are provided for this work. Contracted individuals will be responsible for their own state and federal income taxes.

2. Submission of Proposal

Prospective contractors shall submit one (1) electronic copy of their proposal and fee schedule no later than 5:00pm Central Time on Wednesday, October 5, 2022 to kendige@gmail.com. All proposals must be clearly marked "A/V System – Golden Valley Historical Society" in the subject heading.

All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

3. Background Information

The Golden Valley Historical Society (GVHS) was organized in 1974. Its mission is to find, preserve, and disseminate historical knowledge about the city of Golden Valley, Minnesota. In pursuit of this mission, GVHS offers a monthly speaker series that is open to the general public. It also hosts weddings and other special events as fundraisers.

GVHS owns and maintains the oldest church building in Golden Valley. The original chapel was constructed in 1882. GVHS acquired the building in 1997. The chapel currently features a Radio Shack amplifier and 4 speakers mounted on the ceiling (the date of installation is unknown). The current A/V system is functional but nearing the end of its useful life.

GVHS now seeks to install new A/V equipment to support on-site events and obtain written recommendations that take a broad perspective on GVHS's long-term and short-term A/V needs.

4. Deliverables

The contractor shall provide a written report with recommendations that includes a critical examination of GVHS's present A/V system.

The contractor shall also order and install A/V equipment that meet the following specifications:

1. Capabilities
 - a. Amplify presenter and questions from audience
 - b. Allow presenter to move (such as lavalier mic)

- c. Bluetooth and cord connection for weddings to play music from other devices, including iPhones
 - d. Record sound
 - e. Host hybrid presentations, including capture pre-recorded audio/video embedded in a presentation
 - f. Ability to plug in the following and amplify
 - i. Handheld microphones
 - ii. Ability to connect devices via bluetooth
 - iii. USB-C devices (android & other)
 - iv. Lightning devices (iPhones)
 - v. Laptop audio (wireless connection?)
 - vi. Lavalier microphones
 - g. Consider for future phase:
 - i. Internet connection to stream music (concerns exist about exceeding GVHS's data limit)
2. Hardware
- a. 1 amplifier (with Bluetooth capability and output jacks)
 - b. 2 handheld mics (with 2 stands)
 - c. 2 lavalier mics
 - d. 4 in-ceiling speakers (white to match ceiling)
 - e. Digital sound recorder (e.g., small field recorder variety)
 - f. Consider for future phase:
 - i. Ceiling-mounted projector or video camera on tripod
3. Other Consideration
- a. Non-obtrusive in historic setting
 - b. Reduced number of messy cords
 - c. Patching and painting, as needed
 - d. Suggestions for being VERY CAUTIOUS about not creating fire hazards

5. Required Knowledge, Skills, and Abilities

The selected contractor shall possess the following qualifications:

- Knowledge and understanding of the A/V needs of a small nonprofit organization.
- Experience planning and installing A/V equipment in public spaces.
- Experience working with historic buildings.
- Not affiliated with a vendor's products or services.
- Experience working with all-volunteer organizations and/or cultural properties.

- Ability to travel to Golden Valley, Minnesota.
- Ability to organize project records and meet deadlines.
- Excellent oral and written communication skills.

6. Project Timeline

| Date | Activity |
|---|----------------------------|
| Monday September 19, 2022 | RFP issued |
| Wednesday October 5, at 5:00pm Central Time | RFP responses due |
| Friday October 14, 2022 | Estimated contract award |
| Monday October 17, 2022 | Project start date |
| Saturday January 31, 2022 | Estimated project end date |

Proposals will be evaluated within a maximum of two weeks after RFP responses are due. Bidders will be notified of their status as soon as possible thereafter.

7. Proposals

Minimum Proposal Contents

Proposals from qualified contractors shall include, at a minimum, the following sections:

1. Project Understanding and Approach

- Describe project understanding.
- Identify the approach to fulfill the scope of services and deliverable requirements.
- Describe any perceived challenges or opportunities.
- Outline reasons why you or your firm should be selected.

2. Similar Project Experience

- Identify similar project experience within the last 3-5 years.
- **Provide a reference and contact information for each project described above (minimum of 3).**
- Submitted projects shall represent work of the proposed contractor or consulting team and not just that of the firm, if applicable.
- By submitting a response to this RFP, the respondent hereby authorizes GVHS to contact references and make such further investigations as may be in the best interest of the organization.

3. Contractor Profile, Team, and Project Manager Qualifications

- Submit a contractor or consulting firm profile and identify a project manager, work performed on similar projects, and project manager qualifications.
- Identify additional team members, including subcontractors if required, and their previous experience, qualifications, and training details.
- Identify where bidder personnel and subcontractors are located.
- The contractor is encouraged to use minority- and women-owned businesses in the implementation of the scope to the fullest extent possible.

4. Schedule and Work Plan

- Identify the key work tasks, milestones, and critical path based upon GVHS's proposed project completion date of December 31, 2022.
- Any proposals that describe work beyond GVHS's preferred project completion date must provide clear justification for the scheduling overage.

5. Fee

- Identify total fee to complete described work with a breakdown of tasks, estimated hours, and hourly rates.
- The fee shall be structured "not-to-exceed" unless an alternative fee structure is proposed as appropriate.
- Costs for each phase of service shall be individually delineated.
- Include the following items in the proposed budget, if applicable: travel costs, print services, mailing costs, supply costs, equipment costs, etc.
- The total fee shall reflect all costs, including but not limited to, subcontractors/consultants, meeting allowance, specified deliverables, overhead, profit, and reimbursable.
- Also include estimated costs for materials in the fee proposal under reimbursable expenses. As appropriate, the contractor shall include the cost for coordinating purchases and receipt of materials in the fee proposal.
- Please note that indirect/overhead is not an allowable expense under the terms of the Arts and Cultural Heritage Grant, so GVHS is unable to cover this line item.

Conditions on Receipt of Proposals

This RFP does not obligate GVHS to award any specific project. GVHS reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of GVHS. GVHS also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s). All documents included in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties involved have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

8. Proposal Evaluation and Selection Process

1. Shortly after the submission deadline, a selection committee comprised of the GVHS Board of Directors will review all proposals. At its discretion, GVHS may elect to conduct interviews with prospective contractors as part of the selection process.
2. GVHS will evaluate proposals based on the following criteria:
 - a. Project understanding and approach
 - b. Previous experience with similar projects
 - c. Bidder and sub-contractor qualification, technical expertise, knowledge, and experience
 - d. Schedule and Work Plan
 - e. Fee
 - f. Any other factor(s) that might aid in selecting the best candidate.
3. Upon approval by GVHS, the successful candidate will be notified and a contractor agreement will be finalized. Unsuccessful candidates will be notified after the contractor agreement has been executed. Work on this project is projected to commence no later than Monday October 17, 2022.
4. GVHS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. GVHS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.
5. The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project.

9. Delivery Schedule

The project schedule will be determined at project start-up, on a schedule mutually agreed to by the successful bidder and GVHS. The anticipated project completion date is December 31, 2022. Please note that funding is provided by the Union Pacific Foundation's Community Ties Giving Program, which may restrict GVHS's ability to approve an extension on the project end date.

10. Anticipated Budget

Proposals exceeding \$4,625 may be approached in phases, or GVHS may be able to cover costs exceeding that amount.

The contractor is expected to include the following items in the proposed budget: travel costs, print services, mailing costs, supply costs, equipment costs, etc.

11. Contact

Questions regarding this RFP or the associated project should be directed to:

Elsa Kendig
Project Manager
(612) 619-9527
kendige@gmail.com