



REQUEST FOR PROPOSAL

NWRFP-18-28

Audio Equipment Design, Supply And Install

The City is seeking submissions from proponents to provide equipment at the Anvil Centre and other locations within the City.

Closing Time:

Thursday, November, 22, 2018
3:00 PM, Local Time, Vancouver BC

Closing Location:

Main Information Desk
City of New Westminster
511 Royal Avenue,
New Westminster, BC, V3L 1H9

Further requests for information :

Purchasing: Patrick Shannon, SCMP
Purchasing Manager

Email: nwpurchasing@newwestcity.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:

PLEASE INCLUDE THIS PAGE WITH SUBMISSION

CORPORATION OF THE CITY OF NEW WESTMINSTER

PART 1

RFP PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** The City of New Westminister is seeking a qualified proponent to provide, install, and maintain audio equipment at the Anvil Centre based upon a current need and future needs on an as required basis. The proponent will support the City's ability to increase its flexibility and control of the audio system in the Anvil Theatre in order to enhance a wide variety of performance types and seating configurations. The system is currently connected to the rest of the building; it ideally would become independent. The City reserves the right to use the proponent selected in this RFP to provide audio equipment at other locations owned or managed by the City.
- 1.2** Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.3** The City of New Westminister is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.4** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.5** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
 - b) modify this RFP at any time.
- 1.6** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.7** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.8** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City.

2.0 PROPOSAL INSTRUCTIONS

One (1) electronic and two (2) hard copies (one to be unbound) of the Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

NWRFP-18-28
Audio Equipment Design, Supply And Install
 Attention: Purchasing Manager

CORPORATION OF THE CITY OF NEW WESTMINSTER

The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time. The City does not accept facsimile, electronic mail, or other unsealed submissions.

Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at

<https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

3.0 CONTRACT REQUIREMENTS

- 3.1** The City expects that the term of any Agreement negotiated between the City and a Proponent is to be for an initial term of three (3) years with a possible extension after the initial term has expired, for an additional two (2) one (1) year terms at the sole discretion of the City.

4.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

- 4.1** All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

5.0 INSURANCE, PERMITS AND LICENSES

- 5.1** The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:
- a) Commercial General Liability (CGL) Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
 - b) The CGL must also have coverage for theft while the equipment is stored on the City site prior to installation and commissioning.

- 5.2** The successful Proponent will be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

6.0 LIVING WAGE EMPLOYER

- 6.1** Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$20.91 per hour, assuming the employer provides no benefits.

CORPORATION OF THE CITY OF NEW WESTMINSTER

6.2 In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility. <http://www.livingwageforfamilies.ca/employers/living-wage-calculator/>

6.3 In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's [Living Wage Page](#) for further information. A copy of the Declaration may be downloaded at the link and submitted with your Proposal.

7.0 EVALUATION AND SELECTION PROCESS

7.1 The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City's opinion offers the best value for the services requested.

7.2 The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.

7.3 Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Supplier Experience and Capabilities	10
Quality of Equipment	25
User Friendliness	20
Support	20
Pricing	25
Total	100

7.4 The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

7.5 The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.



Corporation of the City of
NEW WESTMINSTER

NWRFP-18-28

PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

CORPORATION OF THE CITY OF NEW WESTMINSTER

1.0 **BACKGROUND**

- 1.1 The Anvil Centre is looking for a networked and integrated audio system, which will be flexible enough to meet a wide variety of requirements such as concerts, musical theatre, and conferences and their multiple seating configurations.
- 1.2 The current Crestron system has three pre-sets, which attempt to utilize the static hang of the mains, subs and rear. The theatre will continue to use the Soundcraft SI Performer 3 Digital Console.
- 1.3 The theatre has not had complete management of the DSP or the loudspeaker system. As the venue grows, the clientele are asking for more options, and the Anvil Centre is looking to meet those requests.
- 1.4 For more information on the Anvil Centre please see link <https://anvilcentre.com/>. Current seating configurations are provided in Attachment A.
- 1.5 The City is looking for a proponent to provide audio equipment services on an as required basis for an initial term of three (3) years with a possible extension after the initial term has expired, for an additional two (2) one (1) year terms at the sole discretion of the City. This RFP will be used to qualify a single supplier to be used at the Anvil Centre and other locations that the City manages or owns.

2.0 **BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 2.1 Anvil Theatre is looking to replace the current equipment with the following:
- Flown Mains L&R 12” 2-way Passive Loudspeakers & 18” Cardioid Subwoofers
 - Rear Balcony 8” Passive Loudspeakers (Delay)
 - Four-channel amplifiers
 - Studio Monitor 8” Two-Way Powered (Mounted)
- 2.2 Anvil Theatre is looking to add the following:
- Flown Centre 12” 2-Way Passive Loudspeaker
 - Side Balcony 8” Loudspeakers (Delay & option for Thrust seating)
 - Remote network to enable and control monitoring of system
- 2.3 Anvil Theatre requires a flexible and diverse system that will value a neutral sound, with a remote network for monitoring and control. Crestron integration may be dealt with a later date.
- 2.4 The successful Proponent will be required to complete the following, (final deliverables and Scope of Work will be defined with the Proponent).
- a) Develop an audio system design for Anvil Theatre (possible acoustic testing);
 - b) Meet with theatre Technical Directors to discuss design and theatre’s needs;
 - c) Finalize design with approval from Technical Directors;
 - d) Complete installation and conduct testing;
 - e) Provide training to technical staff if necessary.
- 2.5 The suggested solution must be user friendly and adjustable to meet the Anvil Centre requirements with minimal support outside of City staff.

CORPORATION OF THE CITY OF NEW WESTMINSTER

3.0 SUBMISSION REQUIREMENTS

3.1 Proposals should not exceed ten (10) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must clearly identify:

- a) **Executive Summary:** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project. In addition, please also include the cover sheet of this RFP filled out with the appropriate contact person.
- b) **Supplier Experience and Capabilities:** Provide a three (3) page summary of where you provided a similar solution as requested in this RFP. Explain what was the process you used to determine the needs, install equipment and train the staff. How did you know that the solution was successful?
- c) **Quality of Equipment:** Provide a completed list of equipment you are recommending, include where the equipment is manufactured, warranty information and the ability to obtain replacement parts should it be required. Also include the life cycle of the equipment and percentage of times you are called back to repair the equipment due to equipment failure.
- d) **User Friendliness:** Provide a two (2) page summary of a typical week/month in a similar complex such as the Anvil Centre and describe how the City’s staff will manage the equipment to meet the requirements of changing the solution to meet the new layout. Where would you expect to receive a call from the City due to a complication in changing the layout?
- e) **Support:** Above the standard warranty information provided in (c), provide a description of the support you will provide to the City. Where applicable, include references to the suggested equipment you will provide and how you have provided support in the past to your other customers. What training do you provide to the City as part of your solution? What are the most common reasons why you are required to visit the facility to provide support and is all the equipment supported locally or do you require technicians from outside of the Vancouver area?
- f) **Pricing:** Provide a detailed list of all equipment and prices in Canadian dollars. Also include as separate lines: installation, design, training, payment schedule, and any other costs associated with the initial project. Include where applicable any preventative maintenance or extended warranty protection and what it covers.
- g) **References:** Complete the attached table of references below.

CORPORATION OF THE CITY OF NEW WESTMINSTER

REFERENCES

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent.

CORPORATION OF THE CITY OF NEW WESTMINSTER

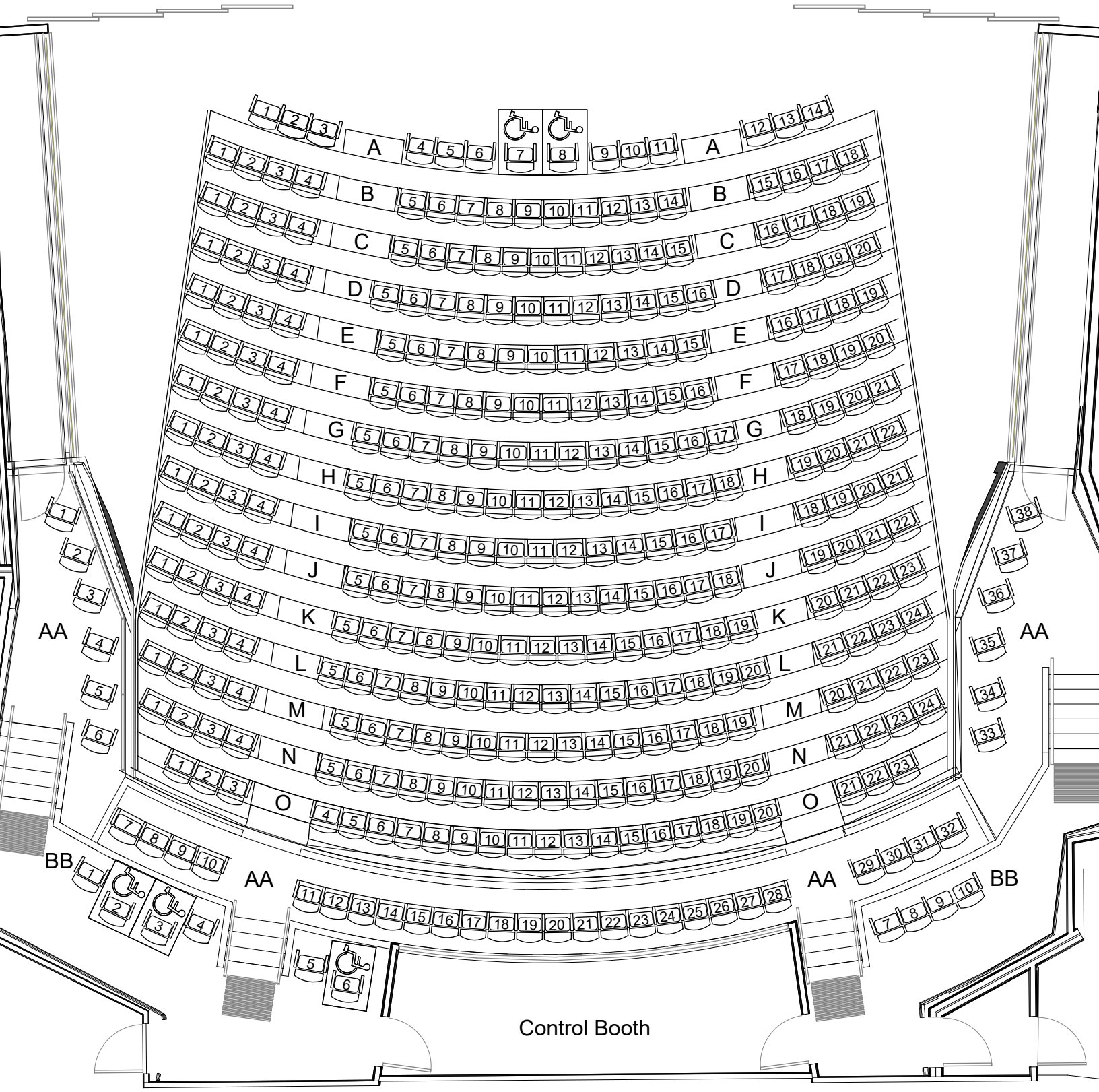
**ATTACHMENT A –
CURRENT SEATING CONFIGURATIONS**



ANVIL CENTRE
NEW WESTMINSTER

Seating Map Full Seating Orientation

Seating Capacity: 361

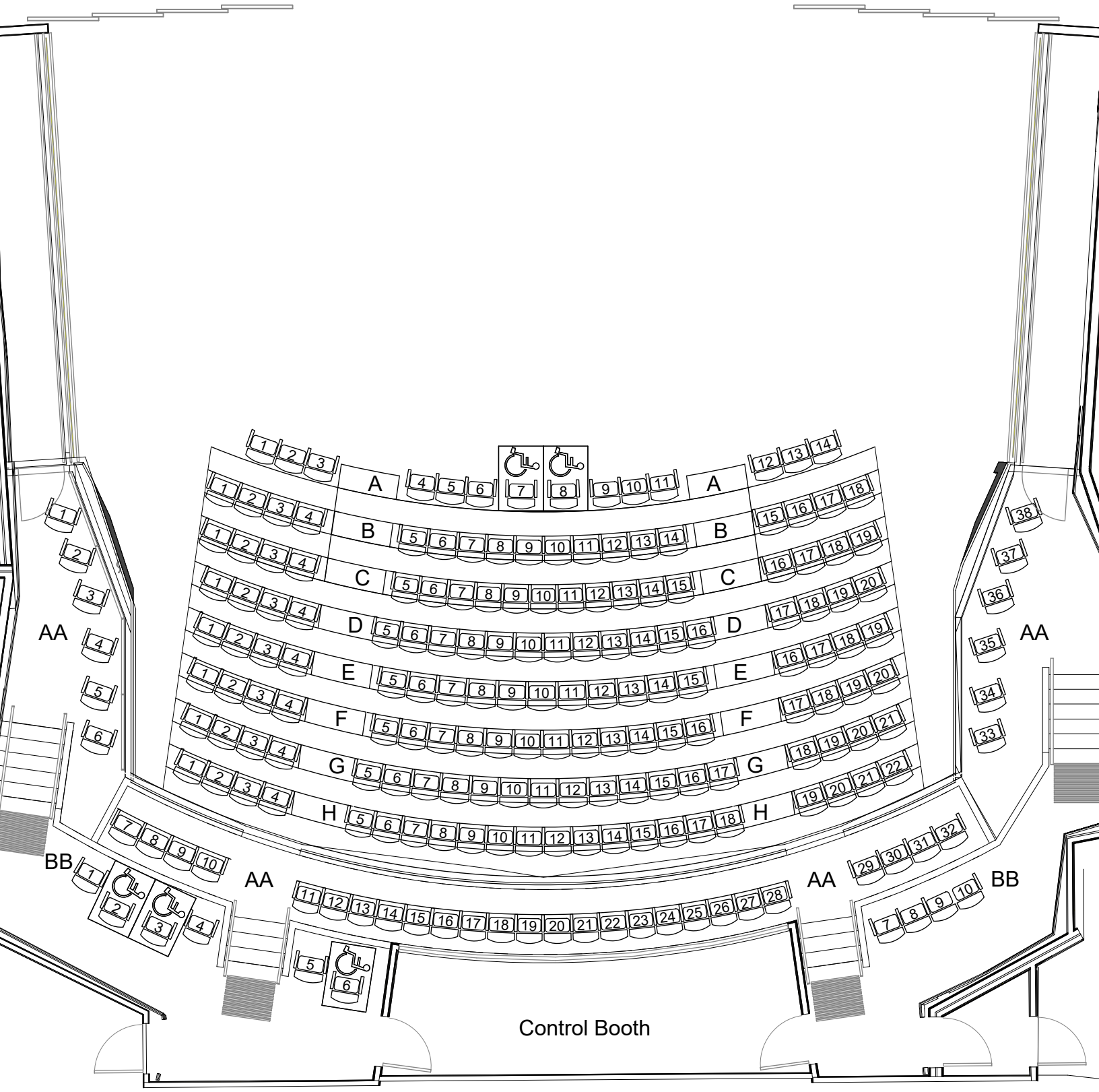




ANVIL CENTRE
NEW WESTMINSTER

Seating Map Half Seating Orientation

Seating Capacity:
201 (w/ Balcony)
153 (without Balcony)



Stage Depth Options:
#1 - Proscenium to Mid Stage Traveller 9'9"
#2 - Proscenium to Up Stage Traveller 25'6"

Proscenium Width Options:
#1 - 0 Panels/side 61'7"
#2 - 2 Panels/side 45'4" (Standard)
#3 - 4 Panels/side 29'4"

61'-6"

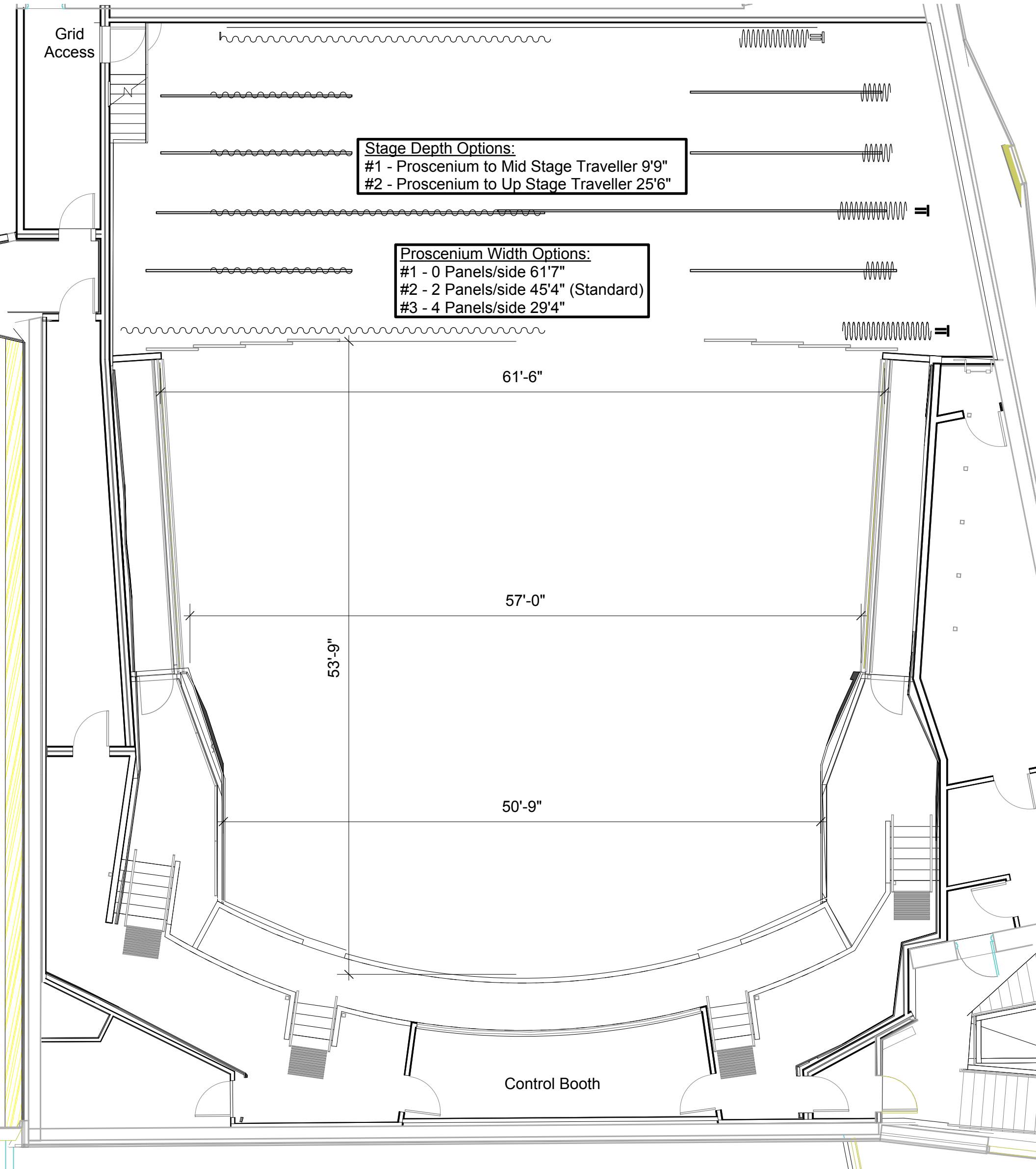
57'-0"

53'-9"

50'-9"

Control Booth

Grid Access





ANVIL CENTRE
NEW WESTMINSTER

Seating Map Thrust Seating Orientation

Seating Capacity: 323

