



Request for Proposal

Auditorium Renovation Project

Submittal Location

Sparta Area School District

900 E. Montgomery Street
Sparta, WI 54656

Please direct inquiries to:

Leah Hauser
Director of Business Services
900 E. Montgomery Street
Sparta, WI 54656
lhauser@spartan.org

Due Date: July 24st 2023 at 10:00AM

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Addendum One
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EXHIBIT A

Lighting Drawings and Specs

EXHIBIT B

Rigging Drawings and Specs

EXHIBIT C

Audio/Video Drawings and Specs

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Addendum One

July 10th 2023

Dear Proposer,

The Sparta Area School District ("District") is requesting proposals for Auditorium Renovation Project.

This Request for Proposal is intended to solicit offers for the Lighting, Curtains, and Audio/Video portions described and depicted in the attached Exhibit A-C

Companies are welcome to bid on multiple spec sections as singular complete package pricing. However, the District may request breakout pricing after bid.

If interested, we ask that you submit a proposal for our review. The requirements of the proposal are included in this document. **To confirm your interest, a representative from your company must attend the Proposer Conference and Tour of the Auditorium within the bid time-frame. There will be a walkthrough with key players of the district on July 13th at 10:00am.**

While this walkthrough time is not mandatory, a walkthrough by a representative from your company is required prior to bid submission.

To arrange a different time for a walkthrough please contact me directly and we will try to be flexible to your schedule.

Sincerely,

Leah Hauser
Director of Business Services
lhauser@spartan.org

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Addendum One

Section 1 – General Information

1.1 Overview of the District

The Sparta Area School District (“District”) is located in Monroe County, nestled in the beautiful rolling hills of western Wisconsin. The District serves the Townships of Melrose, Adrian, Angelo, Greenfield, La Fayette, Leon, Little Falls, New Lyme, Portland, Ridgeville, Sparta, Wells, and the City of Sparta.

According to the United States Census Bureau, the City of Sparta has a total area of 6.60 square miles, of which 6.54 square miles is land and 0.06 square miles is water. The entire District covers approximately 288 square miles. As of the census of 2010, there were 9,522 people (9.2% growth from 2000), and our District population only continues to grow.

The District is served by several major highways, including Interstate 90, Wisconsin State Highway 16, Wisconsin State Highway 21, Wisconsin State Highway 27, and Wisconsin State Highway 71.

The District is also home to Fort McCoy, the only U.S. Army installation in Wisconsin. Fort McCoy is 60,000 acres and is located approximately 6 miles east of the City of Sparta.



SPARTA AREA SCHOOL DISTRICT
SCHOOL YEAR 2019-2020

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Section 1 – General Information – continued

1.2 Overview of Auditorium

1.3 General

The purpose of this project is to provide the latest lighting and audio video upgrades to the auditorium ahead of a possible longer term renovation project. These upgrades were designed to better suite the school districts needs and to advance us into the 21st century. Proposals for this project should be made in such a way as supporting this vision. The Audio/Video and Lighting systems should work on the same network for ease of use and not having conflicting networks in the same space.

While a formal bid is required prospective bidders should view this as closer to a design/build project where the bill of materials may shift as lead-times are able to be locked in as same with materials. The district will need to be informed of any changes but after the bid date the contractor is welcome to make changes if the price doesn't shift.

Contractors should be prepared to coordinate all work with the school's contracted electrical contractor.

1.4 Lighting Scope

The current lighting system was installed in the 1990s and needs to be updated to LED. The main processor in the dimmer rack needs to be upgraded to better support LEDs and to bring it up to the 21st century. To support the LED stage lighting, a new control infrastructure needs to be put in. This along with a new architectural control system should support the project better in the long term and allow for a more user-friendly approach to auditorium in general.

Electrical Contractor will take care of all network wire runs.

Refer to Exhibit A Documents for more information.

1.5 Curtain Scope

The rigging system itself is in pretty good condition, some minor hardware and curtain track issues exist but nothing major. The major scope on the rigging side is to replace all the curtains with new IFR curtains to ensure long term flame retardancy and to add some fresh color and fabric to the space.

Refer to Exhibit B Documents for more information.

1.6 Audio/Video Scope

The auditorium currently does not have an audio/video system. The main scope is to install one that is for the 21st century can support the wide range of activities that the auditorium hosts each year. The focus is to get core infrastructure in place that can be supplemented in the future if needed. Plans for new speakers, wireless microphones and projectors should all be integrated together in a single user friendly system.

Contractor should be prepared to work with electrical contractor on conduit runs and box layouts.

Electrical Contractor will take care of all network wire runs.

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Refer to Exhibit C Documents for more information.

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Section 1 – General Information – continued

1.7 RFP Timeline

The following is a list of the important dates for activities related to the RFP process. The District reserves the right to change these dates and will post any changes to the timeline on its website www.spartan.org under District Tab “Requests for Proposals.”

ACTIVITY	DATE
RFP Released	7/10/23
Proposer Conference / Tour	7/13/23 10:00AM
Proposals Due from Proposers	7/24/23 10:00AM
Proposals Opened	7/24/23 10:00AM
Evaluation of Proposals	7/24/23-7/27/23
Proposers Notified if Chosen for Interview	7/24/23-7/27/23
Proposer Interviews and Evaluations	7/26/23
Board of Education Proposal Selection	7/27/23

Please note that these are the scheduled dates as of the release of this RFP. While the dates and times are not expected to change, they may. It is the proposer’s responsibility to be aware of meeting times and dates. All Board of Education meetings are posted on the District’s website under District > Board of Education > Board of Education Meeting Agendas.

1.8 Proposer’s Conference and Tour

The Mandatory Proposer’s Conference and Tour will take place on July 13th 2023, 10:00AM at the High School. The District will provide oral clarifications, explanations, or responses to inquiries. The District is not bound by any oral representation. If any new and/or substantive information is provided in response to questions raised at the Proposer Conference or at any other meeting, it will be emailed to all interested proposers.

If this time does not work for your organization or if you have addition questions please contact Leah Hauser, Director of Business Services, Sparta Area School District, by emailing lhauser@spartan.org.

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Section 1 – General Information – continued

1.9 Submission of Proposals

All proposals under this RFP shall be submitted and marked as Auditorium Renovation Project. Proposals must be submitted in electronic form. Proposals are due no later than July 24st and 10:00AM to:

Sparta Area School District
Attn: Leah Hauser
900 E. Montgomery Street
Sparta, WI 54656
lhauser@spartan.org

1.10 Opening of Proposals

The revised proposals will be opened/reviewed on July 24st and 10:00AM in the following location:

Sparta Area School District
Maplewood Building
900 E. Montgomery Street
Sparta, WI 54656

At that time, the names of proposers who properly submitted proposals will be announced. Announcement of the names of the proposers who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

1.11 Ownership of Proposals

All proposals submitted on time become the property of the District upon submission, and the proposals will not be returned to the proposers. By submitting a proposal, the Responder agrees that the District may copy the proposal for purposes of facilitating the evaluation and a copy of the proposal may be subject to release based upon a public records request.

1.12 Other Information

Proposers may submit any other information that is not described in this RFP that would be beneficial to the District. If in the proposer's opinion the District has overlooked anything material or relevant, such item(s) may be brought to the District's attention and be included in the proposal.

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Section 1 – General Information – continued

1.13 Public Records Law

All proposals are subject to the Wisconsin Public Records Law.

1.14 Incurred Costs

The District is not responsible for any costs incurred by the proposer in the preparation of the proposal or for any other cost to the proposer associated with responding to the RFP.

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Section 2 – Terms and Conditions

- 2.1. The District reserves the right to accept or reject any or all proposals or portions thereof without stated cause. The Sparta Area School District reserves the right to reject any or all proposals, to waive formalities, to waive technical defects, to negotiate separately in any manner necessary, and to accept the proposal which appears to be in the best interest of the district. All proposals must arrive by the due date in order to be considered.
- 2.2. The District reserves the right to re-issue any requests for proposals.
- 2.3. Upon the selection of a finalist proposer, the District, by its proper officials, employees, or agents, shall attempt to negotiate and reach a final agreement with the proposer. If the District, for any reason, is unable to reach a final agreement with the proposer; the District reserves the right to reject such proposer and negotiate a final agreement with the proposer who has the next most viable proposal. The District may also elect to reject all proposals and re-issue a request for proposals.
- 2.4. Clarification of proposals: The District reserves the right to obtain clarification of any point in a proposer's proposal or obtain additional information.
- 2.5. The District is not bound to accept the proposal with the highest purchase price. The District has established multiple evaluation criteria to evaluate the proposals received (see Section 5.1).
- 2.6. The District reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interest of the District.
- 2.7. The District reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the proposer.
- 2.8. The proposer agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the District, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the proposer, or its (their) agents and/or subcontractors which may arise out of or connected with activities covered by this project.
- 2.9. The selected proposer shall not subcontract or assign any interest in the project and shall not transfer any interest in the same without prior written consent of the District.

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Section 2 – Terms and Conditions – continued

- 2.10.** No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the District.
- 2.11.** Should the selected proposer merge or be purchased by another individual or firm, project continuation would be at the District's option.
- 2.12.** The attached proposal is signed by the bidder with full knowledge of an agreement with the general specifications, conditions and requirements of this Bid. Bids received later than the date and time specified shall not be considered. Amendments to or withdrawals of Bids received later than the date and time set for Bid opening shall not be considered.
- 2.13.** The Sparta Area School District may make such investigations as deemed necessary to determine the ability of the bidder to fulfill the purchase requirements requested in this RFP. The bidder shall furnish the Sparta Area School District with all such information and data as may be required for this purpose.
- 2.14.** Specifications cannot be modified by anyone other than the assigned agent for the Sparta Area School District represented by the Superintendent of Schools.
- 2.15.** Non-Collusion: The bidder shall certify that its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, potential bidder, firm or person in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other bidders or potential bidders, or to secure through any unlawful act an advantage over other bidders or the District. The prices submitted herein have been arrived at in an entirely independent and lawful manner by the bidder without consultation with other bidders or potential bidders or foreknowledge of the prices to be submitted in response to this solicitation by other bidders or potential bidders on the part of the bidder, its officers, partners, owners, providers, representatives, employees or parties in interest including the undersigned bidder.
- 2.16.** Conflict of Interest: The bidder, and each person signing on behalf of the bidder, certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the Sparta Area School District, has a direct or indirect financial interest in the award of this bid, or in the services to which the Bid, or in the services to which this Bid relates, or in any of the profits, real or potential thereof.

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Section 3 – Answered Questions

This addendum should be treated as the latest information and should overwrite any drawings. Drawings will not be reissued as part of the addendum to keep original RFP timeline.

Owner will issue updated drawings to selected contractor post RFP for their records.

For clarity, the suggested BOMs were removed and replaced by this section.

Rigging Questions:

- 1. The drawings show the cyc against the rear wall, current rigging is located at rear of stage 21'6 from Pro, which is correct?**
 - a. Cyc will be hung on existing track 21'6 from Pro.**
- 2. There is no permanent cyc electric. Is intent to install new pipe and power for permanent electric?**
 - a. Yes, in the rigging scope plan for a permanent pipe, plug box, and related rigging for new position.**

Lighting Questions:

- 3. Are new touchscreen monitors required for the control console?**
 - a. No, owner has already purchased monitors and can be reused.**
- 4. The lighting plot and the portable equipment schedule show different quantities, which is correct.**
 - a. The lighting plot is correct.**
- 5. Fixtures in the Portable Equipment Schedule ask for a 10' power cable, is this this the required length?**
 - a. Yes please provide a 10' power cable where specified in the schedule.**

Audio Questions:

- 1. Center Mix Position is show in center on drawings, but is located on House Right, is the intent to move everything to center?**
 - a. Center Mix Position is to remain in the same location.**
- 2. The Spec, Drawings, and BOM do not match, which is correct.**
 - a. Please see new addendum one spec for new scope.**

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Section 4 – Qualifications and Proposal

4.1 Information to be clearly included in the Proposal

- A. Letter of introduction and organizational background including things such as name of contact person and contact information, office location(s), ownership and affiliation of proposer, organizational structure and hierarchy, responsibilities and relevant qualifications of key personnel regarding this project, etc.).
- B. Project proposal details including timeline for project completion.
- C. Proposer’s history with projects similar to what is being proposed.
- D. References including agency name, contact name, title, address, and phone number of at least two similar projects completed within the last five years.

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Section 5 – Evaluation of Proposals

5.1 Evaluation Criteria

The District will evaluate the proposals based upon items listed below. The completeness of the proposal (all items in Section 4.1. A-I included). Evaluation criteria shall be weighted in the following order:

1. Proposer's successful history on similar projects.
2. Objectives, vision, and detailed project components.
3. Price.

5.2 Initial Evaluation

The proposer(s) with the response(s) deemed most qualified may be requested to meet with the RFP Committee for an interview. Proposers will be notified by July 25th if they are chosen to advance to the interview stage.

5.3 Proposer Interview

Proposer(s) participating in the interview process shall explain and support their written proposal through a presentation, and question/answer forum. The person(s) who will be the proposer's key liaison / contact for the District shall be present at the interview.