

# **Request for Proposal**

## Auditorium Renovation Project

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### **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](mailto:lhauser@spartan.org)

**Due Date:** July 24<sup>st</sup> 2023 at 10:00AM

**Request for Proposal**  
Auditorium Renovation Project  
**Table of Contents**

Welcome Letter	3
Section 1 – General Information	4
Section 2 – Terms and Conditions	12
Section 3 – Preliminary Design BOM	14
Section 4 – Qualifications and Proposal	15
Section 5 – Evaluation of Proposals	16

**EXHIBIT A**

Lighting Drawings and Specs

**EXHIBIT B**

Rigging Drawings and Specs

**EXHIBIT C**

Audio/Video Drawings and Specs

# Request for Proposal

## Auditorium Renovation Project

July 10<sup>th</sup> 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 13<sup>th</sup> 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

# Request for Proposal

## Auditorium Renovation Project

### Section 1 – General Information

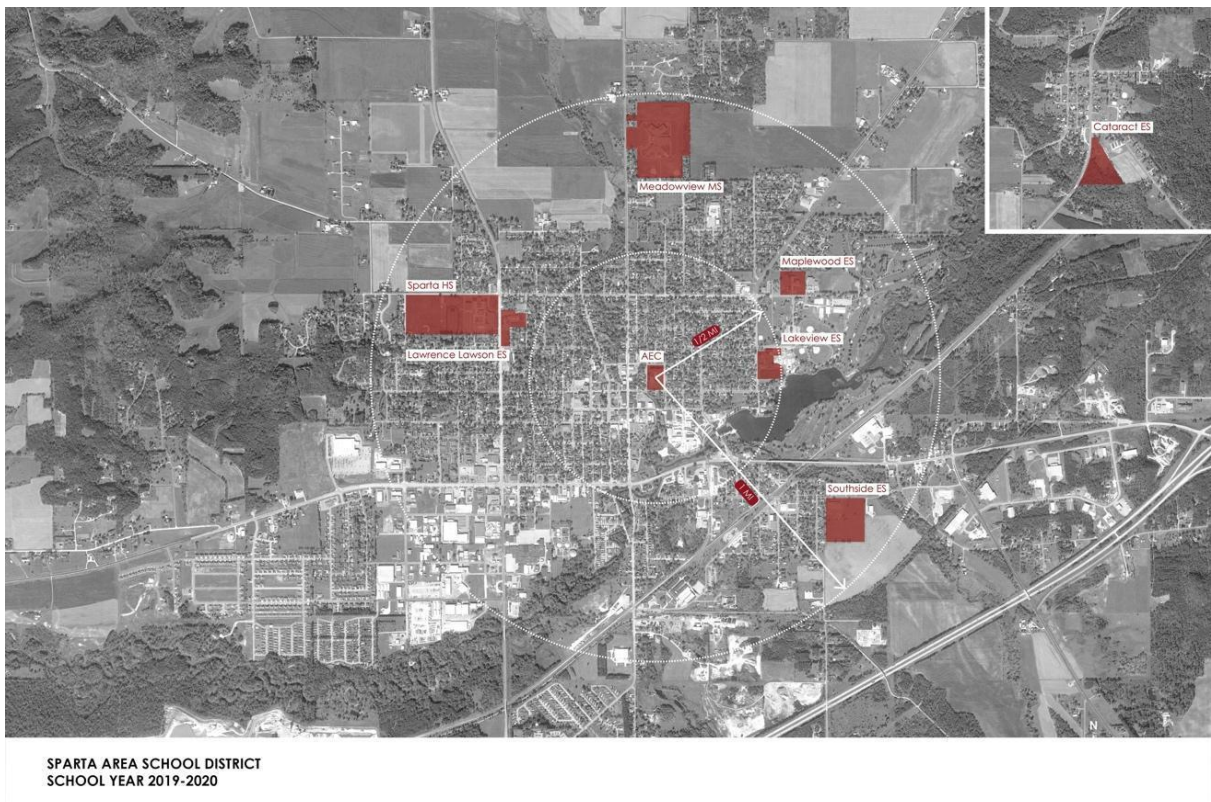
#### 1.1 Overview of the District

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.



### Section 1 – General Information – continued

# **Request for Proposal**

## **Auditorium Renovation Project**

### **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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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.

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

Electrical Contractor will take care of all network wire runs.

Refer to Exhibit C Documents for more information.

# Request for Proposal

## Auditorium Renovation Project

### 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](http://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 13<sup>th</sup> 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](mailto:lhauser@spartan.org).

# **Request for Proposal**

## **Auditorium Renovation Project**

### **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 24<sup>st</sup> 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 24<sup>st</sup> 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.

**Request for Proposal**  
Auditorium Renovation Project  
**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.



# **Request for Proposal**

## **Auditorium Renovation Project**

### **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.

# **Request for Proposal**

## **Auditorium Renovation Project**

### **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.

# Request for Proposal

## Auditorium Renovation Project

### Section 3 – Preliminary BOM

#### Lighting BOM

This BOM is for reference only and should not be considered exact.

See Exhibit A information to create a more precise BOM.

Quantity	Part Number	Description
Architectural Control		
2	2100A2008	Rack Mount 24-Port Cat5e Patch Panel
2	SGN1256-M	Rack Mount 24-Port POE 10/100 Switch
2	4268A1202	ETC Response Portable Gateway, 4-Terminal
2	35	Space Wall Rack, 26" Deep with Plexi Door
2	4268A1202	RM 2200VA/1650W UPS
10	7083A1185	ETC R20 Sensor/Unison Dual 2.4kW Relay module
1	7183A1705	DRd6 100-120V Enclosure
6	7083A1185	Dual 20A Relay module
1	7180A1029	Paradigm Architectural Control Processor
1	7182A1701	Paradigm Station Power Module
1	7180A1007	Paradigm DRd Termination Kit
1	7184A1532	P-TS7 PARADIGM 7" ETHERNET PORTABLE
1	7184A1521	P-TS7 PARADIGM 7" TOUCHSCREEN RACK MNT KIT
1	7184A1501-4	P-TS7 PARADIGM 7" WM TOUCHSCREEN-BLACK
8	7181A2203-5	UH10005-51 - White 1-gang faceplate assembly
8	7181B2006	UH10005 - 1-gang, 5-button electronics assembly
4	7181A2205-5	UH10010-51 - White 1-gang faceplate assembly
4	7181B2008	UH10010 - 1-gang, 10-button electronics assembly
1		CEM Upgrade
2		21" - 23" Touch Monitor
Fixtures and Accessories		
6	7423A1011	ETC Colorsource Spot V 19-Degree RGBL Mix LED Profile Spot with:
6	7423A1011	ETC Colorsource Spot V 26-Degree RGBL Mix LED Profile Spot with:
2	7423A1011	ETC Colorsource Spot V 36-Degree RGBL Mix LED Profile Spot with:
29	7416A1001	ETC ColorSource Spot Jr 25/50 Zoom with: Black 30-Inch Safety Cable
20	7412A1005	ETC ColorSource Par with: D40 WFL Lens, Black 30-Inch Safety Cable
5	7415A1000	ETC Colorsource Cyc with: Black 30-Inch Safety Cable
50		10' DMX Cable
50		10' PowerCON Extension Cable

# Request for Proposal

## Auditorium Renovation Project

### Section 3 – Preliminary BOM Continued

#### Curtains BOM

This BOM is for reference only and should not be considered exact.

See Exhibit B information to create a more precise BOM.

Quantity	Description
1	Valance Curtain Panel Sized at 3 Feet High x 40 Feet Wide Manufactured From 24oz IFR Charisma Velour sewn with 50% fullness
2	Main Curtain Panels Sized at 13 Feet High x 22 Feet Wide Manufactured From 24oz IFR Charisma Velour sewn with 50% fullness
2	Leg 1 Curtain Panels Sized at 13 Feet High x 6 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
1	Border 2 Curtain Panel Sized at 3 Feet High x 40 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
2	Leg 2 Curtain Panels Sized at 13 Feet High x 6 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
1	Border 3 Curtain Panel Sized at 3 Feet High x 40 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
2	Mid Draw Curtain Panels Sized at 12 Feet High x 22 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
2	Legs 3 Curtain Panels Sized at 13 Feet High x 6 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
1	Border 4 Curtain Panel Sized at 2 Feet High x 40 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
2	Leg 4 Curtain Panels Sized at 13 Feet High x 6 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
2	Rear Draw Curtain Panels Sized at 12 Feet High x 22 Feet Wide Manufactured From 20oz IFR Crescent Velour sewn with 50% fullness
1	Cyclorama Sized 13 Feet High x 40 Feet Wide Manufactured From Trevira Polyester Muslin IFR White
3	40 Foot 1 1/2" Batten – Borders
8	6 Foot 1 1/2" Batten – Legs
4	10 Foot 1 1/2" Batten – Electrics
1	Lot of 400 Series Curtain Track Equipment
1	Lot of Miscellaneous Hardware

# Request for Proposal

## Auditorium Renovation Project

### Audio/Video BOM

This BOM is for reference only and should not be considered exact.

See Exhibit C information to create a more precise BOM.

Quantity	Part Number	Description
4	XTI6002	Crown XTi6002 2-Channel, 2100W at 4 Ohm Power Amplifier
16	QLXD14/83	Shure QLXD14/83 Digital Wireless System with WL183 Lavalier Mic
2	WL212-SW	QSC WL212-sw-BK 2x12" Compact Line Array Subwoofer, Black
6	WL3082	QSC WL3082 2x8" Compact Line Array, Black
4	QLXD24/B58	Shure QLXD24/B58 Single-Channel Wireless System with Beta 58A
3	D3-LK	D3-LK Middle Atlantic D3LK 3RU Rack Drawer with Lock
3	FI-3	FI-3 Middle Atlantic FI-3 Customizable Foam Insert for 3-Space Drawer
5	UA864US	Shure UA864 Wall-Mounted Wideband Antenna
6	PL-PLUS-DMC	PL-PLUS-DMC Furman PL-PLUS DMC 15A Power Conditioner
1	SQ-7	Allen & Heath SQ-7 Digital Mixer 48-Channel Digital Mixer with 33 Faders
2	DT168	Allen & Heath DT168 16x8 Dante Audio Expander
1	AH10885	AH10885 Allen & Heath AH10885 164' CAT6 Cable Drum
25	NC3FRX-B	NC3FRX-B Neutrik NC3FRX-B 3-pin RX Series Right Angle
25	NC3MRX-B	NC3MRX-B Neutrik NC3MRX-B 3-pin Right Angle XLRM Connector, Black
25	NC3FXX-B	NC3FXX-B Neutrik NC3FXX-B 3-pin XLRF Connector, Black
25	NC3MXX-B	NC3MXX-B Neutrik NC3MXX-B 3-pin XLRM Connector, Black
1	APMM9C3LLA	Apple 10.9" iPad Air with M1 Chip (5th Gen, 64GB, Wi-Fi Only, Space Gray)
1	OTDC4GIPAB	OtterBox Defender Series Case for iPad Air 4th & 5th Gen (Black)
6	MX202B/C	Shure MX202B/C Overhead Cardioid Microphone, Black

### Video and ClearCom

Quantity	Part Number	Description
1		Projector
1	MS-702	Encore Main Station: 2Ch, Power supply 1 .2 Amp, 1RU
9	CC-300-X4	Headset: Single Ear, Medium weight, XLR (F) 4pin
8	RS-701	Encore Beltpack: 1Ch
1	CZ-BS410	DX410 System - BS410 Base Station: 2Ch, 2.4GHz
4	CZ11450	CC-15-MD4 headset
2	CZ11454	HS4-3 earpiece and lapel mic
4	BP410	DX410 System - BP410 Beltpack: 2Ch, 2.4GHz
8	CZ-BAT50	DX System - BAT50 Rechargeable Battery
1	CZ-AC50-US	DX System - AC50 Battery Charger: US
8	DMX-3P-10	3 Pin XLR 10'
2	DMX-3P-3	3 Pin XLR 3'
1	SC450RM1U	American Power Conversion (8-10 businesss days)
1	2-6M	6SP slanted studio rack
1	LT-GN-PNL	1RU Rackmount pannel with 2 gooseneck LED lights

Note: Equipment Racks and Network Switches provided by Lighting Contractor

**Request for Proposal**  
Auditorium Renovation Project  
**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.

# **Request for Proposal**

## **Auditorium Renovation Project**

### **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 25<sup>th</sup> 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.

## Section 11 61 23 – Theatrical Stage Rigging and Curtains

### PART 1 General

#### 1.1 SCOPE

- A. All materials, components, and services necessary to provide a complete system indicated in this Section, as specified herein and shown on related Drawings including, but not limited to:
  - 1. Preparation and submission of complete shop drawings and samples for approval prior to fabrication.
  - 2. Verification of dimensions and conditions at the job site.
  - 3. Shipment of equipment to job site.
  - 4. Installation and completion, in accordance with these Specifications, related Drawings, the Equipment Manufacturers recommendations, established trade criteria, and all applicable code requirements. The inspections, demonstration, and necessary adjustment of the completed installation by the Contractors engineering personnel.
  - 5. Preparation and submission of complete record drawings and operational and maintenance data and certificates.

#### 1.2 WORK INCLUDED

- A. Base Bid:
  - 1. Dead Hung Rigging System
  - 2. Theatre Curtains
  - 3. Theatre Curtain Tracks
- B. The above list is for reference only and is not intended to define limits of the work for a complete installation. Carefully follow all written specifications and drawings and provide such work for a complete and operating system.

#### 1.3 WORK NOT INCLUDED

- 1. Principal structural steel work, except as herein indicated.

#### 1.4 RELATED WORK IN OTHER SECTIONS

- 1. Structural steel
- 2. Concrete and masonry
- 3. Smoke vents and roof hatches
- 4. HVAC
- 5. Plumbing and sprinklers
- 6. General electrical work
- 7. Theatrical lighting system (Section 26 51 61)
- 8. Sound and communications equipment

#### 1.5 Quality Assurance

- A. All equipment and installation shall be the responsibility of a single contractor, or subcontractor, who shall own and operate his own full-time shop for the assembly and installation of stage equipment.
- B. Bid submissions must identify any such subcontractors.
- C. The contractor, or subcontractor, shall have at least 10 years' experience in the installation of similar stage equipment and systems. If requested, the contractor or subcontractor shall submit a representative list of installations during the above period.
- D. Subject to the above requirements, work performed under this section may be by one of the



following listed Contractors.

1. Clear Wing Productions, Milwaukee WI
2. Gopher Stage Company, Minneapolis MN
3. Mainstage Theatrical Supply, Inc., Milwaukee, WI
4. Peter Albrecht Company, Greenfield, WI

- E. Other contractors meeting the above requirements will be considered with prior approval. Forward request to architect at least ten working days prior to bid date.

## 1.6 SUBMITTALS

### A. Shop Drawings.

1. Within sixty (60) days of contract award, the Contractor shall submit six copies of all shop drawings in AutoCAD format to respective parties for approval prior to fabrication:
  - a. Complete, fully dimensioned shop drawings of all major components.
  - b. Plans, sections, and schematics indicating assembly and installation of components.
  - c. Load ratings of the major components within the system.
  - d. Any additional structural support supplied and installed by this contractor.
  - e. Specific listing of all variations from the Drawings and Specifications.
  - f. Power requirements for any electrical components.

### B. Samples: Within sixty (60) days of contract award, the Contractor shall submit to the Respective Parties for approval prior to fabrication:

1. Samples and color lines for all curtain fabrics.
2. Samples of any equipment component requested by the Architect.
3. Final Submittal: Within thirty (30) days of final tests, and as a condition for final approval, the Contractor shall submit to the Architect:
4. Receipts for delivery of all non-installed items, designated as "deliver to Owner".
5. Certificates of warranty, as shown below.

### C. Three (3) sets to the Respective Parties:

1. "As built and approved" CAD drawings and wiring diagrams showing all systems and components as installed, including all field modifications.
2. Operation and service manuals, schematics, and parts list for each unit of equipment installed or provided.
3. Flameproofing certificates for fabrics.

## 1.7 TESTING AND INSTRUCTION

- A. Upon completion of all installation work, the Contractor shall certify in writing that the work is complete and ready for final inspection. Final inspection shall be scheduled by the Owner, the Architect and Engineer within fourteen days following the Contractor's notice of completion. Final inspection shall be conducted by a knowledgeable representative of the Contractor and shall include the following:
- B. Operation of all components.
- C. Visual examination of all components.
- D. Necessary adjustments and/or modifications shall be made as required.
- E. Contractor's representative shall instruct Owner 's designated staff or representatives in the safe operation and maintenance of all items, including the storage and cleaning of all fabrics.

## 1.8 GENERAL REQUIREMENTS

- A. General Conditions of the project contract, work schedules, and site regulations apply to this work.
- B. This work shall comply with all applicable local and national codes. All equipment shall be fully insured against loss or damage during shipment, installation and testing. Certification of such coverage shall be furnished to the Architect.
- C. The Contractor shall warrant all equipment provided under this section to be free from defects in materials and workmanship for a period of at least twelve (12) months from a date of final acceptance of all work of this section.
- D. All repairs and service during the warranty period shall be at the job site and include all necessary labor, materials and transportation of replacement material and parts.
- E. This warranty shall cover any manufacturer defects of equipment and unusual wear and tear caused by improper installation. Normal wear and tear and abuse of equipment are exempted.

PART 2 Products

2.1 Theatrical Stage Drapes

- A. General:
  - 1. Acceptable Manufacturers for Theatrical Stage Drapes
    - a. Rose Brand
    - b. KM Fabrics
    - c. Texas Scenic
    - d. Automated Device Company
  - 2. Refer to Part 1, Quality Assurance for recommended and approved dealers for the Theatrical Stage Drapes portion of this spec.
  - 3. Basis-of-Design Product: The design for each product is based on the product named. Subject to compliance with requirements, see Part 1, Quality Assurance for how to seek compliance.
- B. General Fabrication:
  - 1. All pile fabrics shall be constructed with pile running down.
  - 2. All seams shall be vertical with each width running the full height – no horizontal splices.
  - 3. Thread colors shall match face fabric.
  - 4. A label shall be sewn to every curtain showing height, width, and date of flameproofing. Label shall be located on offstage lower hem.
  - 5. Sizes and quantities per Rigging Drawings and Schedules.
- C. Valance
  - 1. Material
    - a. 100% IFR Polyester Charisma velour, 54" wide, as by KM Fabrics.
  - 2. Color
    - a. TBD by Respective Owner Parities
  - 3. Fabrication
    - a. Top hem shall be turned and reinforced with continuous 3" polypro webbing. Curtains shall be sewn with 50% Fullness.
    - b. A #3 brass grommet shall be inserted every 12" and at ends and contain a 30" dark heavy grade 3/4" twill tape for tying curtain to pipe.
    - c. Bottom hem shall be 5 inches. Side hems shall be a minimum of 3".
    - d. Snip vertical seams every 36" for proper hanging of seams.
- D. Main Curtain

1. Material
    - a. 100% IFR Polyester Charisma velour, 54" wide, as by KM Fabrics.
  2. Color
    - a. TBD by Respective Owner Parities
  3. Fabrication
    - a. Top hem shall be turned and reinforced with continuous 3" polypro webbing. 50% fullness shall be sewn in with box pleats approximately 12" on center.
    - b. A grommet and heavy grade bit snap hook shall be provided for attachment to carriers at each pleat and ends of curtain.
    - c. Bottom hem shall be 5 inch and contain a continuous No. 8 jack chain held in a muslin pocket, secure jack chain to pocket every 36".
    - d. Side hems shall be a minimum of 12" on the leading edge and 3" on the offstage edge.
    - e. Snip vertical seams every 36" for proper hanging of seams.
  4. Hang Method
    - a. Use Existing Track
- E. Borders
1. Material
    - a. 100% IFR Polyester Crescent velour, 54" wide, as by KM fabrics.
  2. Color
    - a. Black unless noted otherwise
  3. Fabrication
    - a. Top hem shall be turned and reinforced with continuous 3" polypro webbing. Curtains shall be sewn flat with fullness.
    - b. A #3 brass grommet shall be inserted every 12" and at ends and contain a 30" dark heavy grade 3/4" twill tape for tying curtain to pipe.
    - c. Bottom hem shall be 5 inches. Side hems shall be a minimum of 3".
    - d. Snip vertical seams every 36" for proper hanging of seams.
  4. Hang Method
    - a. Use Existing Batten
- F. Legs
1. Material
    - a. 100% IFR Polyester Crescent velour, 54" wide, as by KM fabrics.
  2. Color
    - a. Black unless noted otherwise
  3. Fabrication
    - a. Top hem shall be turned and reinforced with continuous 3" polypro webbing. 50% fullness shall be sewn in with box pleats approximately 12" on center.
    - b. A #3 brass grommet shall be inserted every 12" and 16" for tie-in fullness, and at ends and contain a 30" dark heavy grade 3/4" twill tape for tying curtain to pipe.
    - c. Bottom hem shall be 5 inches. Side hems shall be a minimum of 3".
    - d. Side hems shall be a minimum of 3".
    - e. Snip vertical seams every 36" for proper hanging of seams.
  4. Hang Method
    - a. Provide 10' of 400s Track
    - b. Provide Roto-Device
    - c. Provide Pipe for Roto-Device
- G. Mid and Rear Draws
1. Material
    - a. 100% IFR Polyester Crescent velour, 54" wide, as by KM fabrics
  2. Color
    - a. Black unless noted otherwise

3. Fabrication
    - a. Top hem shall be turned and reinforced with continuous 3" polypro webbing. 50% fullness shall be sewn in with box pleats approximately 12" on center.
    - b. A grommet and heavy grade bit snap hook shall be provided for attachment to carriers at each pleat and ends of curtain.
    - c. Bottom hem shall be 5 inch and contain a continuous No. 8 jack chain held in a muslin pocket, secure jack chain to pocket every 36".
    - d. Side hems shall be a minimum of 12" on the leading edge and 3" on the offstage edge.
    - e. Snip vertical seams every 36" for proper hanging of seams.
  4. Hang Method
    - a. Use Existing Track
- H. Cyclorama
1. Material
    - a. 100% IFR Trevira Extra Wide Muslin
  2. Color
    - a. Natural
  3. Fabrication
    - a. Top hem shall be turned and reinforced with continuous 3 ½" heavy jute or polyester webbing BFM grade, flat construction.
    - b. A #3 brass grommet shall be inserted every 12", and at ends and contain a 30" dark heavy grade 3/4" twill tape for tying curtain to pipe.
    - c. Bottom hems shall be 5" with separate muslin pipe pocket.
    - d. Side hems shall be a minimum of 3"
    - e. Bottom hem shall be 5 inches. Side hems shall be a minimum of 3".
  4. Hang Method
    - a. Use Existing Track

## PART 3 EXECUTION

### 3.1 Field Quality Control

- A. All equipment shall be installed under the direct supervision of an ETCP certified theatrical rigger. All work shall be performed in strict accordance with approved shop and installation drawings. Inspection Prior to fabrication and installation, stage equipment contractor shall verify field dimensions and structural capabilities.

### 3.2 INSPECTIONS

- A. Prerequisites: Minimum inspection and testing requirements are established by the following prerequisites.
  1. Line set components are manufactured under controlled process environments, and to engineered designs
  2. Line set components are installed under conditions where a qualified person evaluates system design
  3. Line set component manufacturers provide detailed recommendations for the application and installation of their respective products
  4. The line set installation consists of standardized components and equipment layouts.

### 3.3 GENERAL REQUIREMENTS

- A. All installations shall be visually inspected after installation and shall be tested for operation in a non-destructive manner.
- B. All systems shall be inspected after installation, and prior to user operation. Inspections shall meet requirements of this section, but additional requirements shall be permitted.

- C. Qualified persons shall oversee the inspection and testing process and shall certify that all inspection requirements have been met.
- D. Inspection procedures and results shall be fully documented. The testing supervisor, the installer and the system owner shall retain complete copies of the test documentation.

#### 3.4 RIGGING

- A. Hardware (bolts, nuts, washers, etc.) shall be Grade 5 or greater or similarly specified unless otherwise noted. Compressible swage fittings shall be crimped exactly according to manufacturer's recommendations as to quantity and spacing of crimps. Swage tools must be calibrated prior to beginning work. Trim dead end of cable to within 3/8" of swage. The entire swage shall be taped including the short dead end of the cable. Only copper sleeves shall be used. Aluminum is not acceptable. Wire ropes shall be taped with good quality friction tape prior to cutting.

#### 3.5 TESTS AND INSPECTIONS

- A. The complete job shall be subject to reasonable tests and inspections during construction and at final acceptance. Upon notice, the contractor shall furnish not to exceed two men (one to be the installation supervisor), and tools as required to conduct tests and inspections for the architect.

#### 3.6 SYSTEM DEMONSTRATION

- A. After the installation is complete and all adjustments have been made, a representative of the contractor shall demonstrate the systems and instruct the Owner's personnel, using the written instruction books and maintenance manuals as a guide.

#### 3.7 WARRANTY

- A. Manufacturer shall warrant products under normal use and service to be free from defects in materials and workmanship for a period of two years from date of delivery.
- B. Warranty shall cover repair or replacement of such parts determined defective upon inspection.
- C. Warranty does not cover any product or part of a product subject to accident, negligence, alteration, abuse or misuse. Warranty does not cover any accessories or parts not supplied by the manufacturer.
- D. Warranty shall not cover any labor expended or materials used to repair any equipment without manufacturer's prior written authorization.

END OF SECTION

1

2

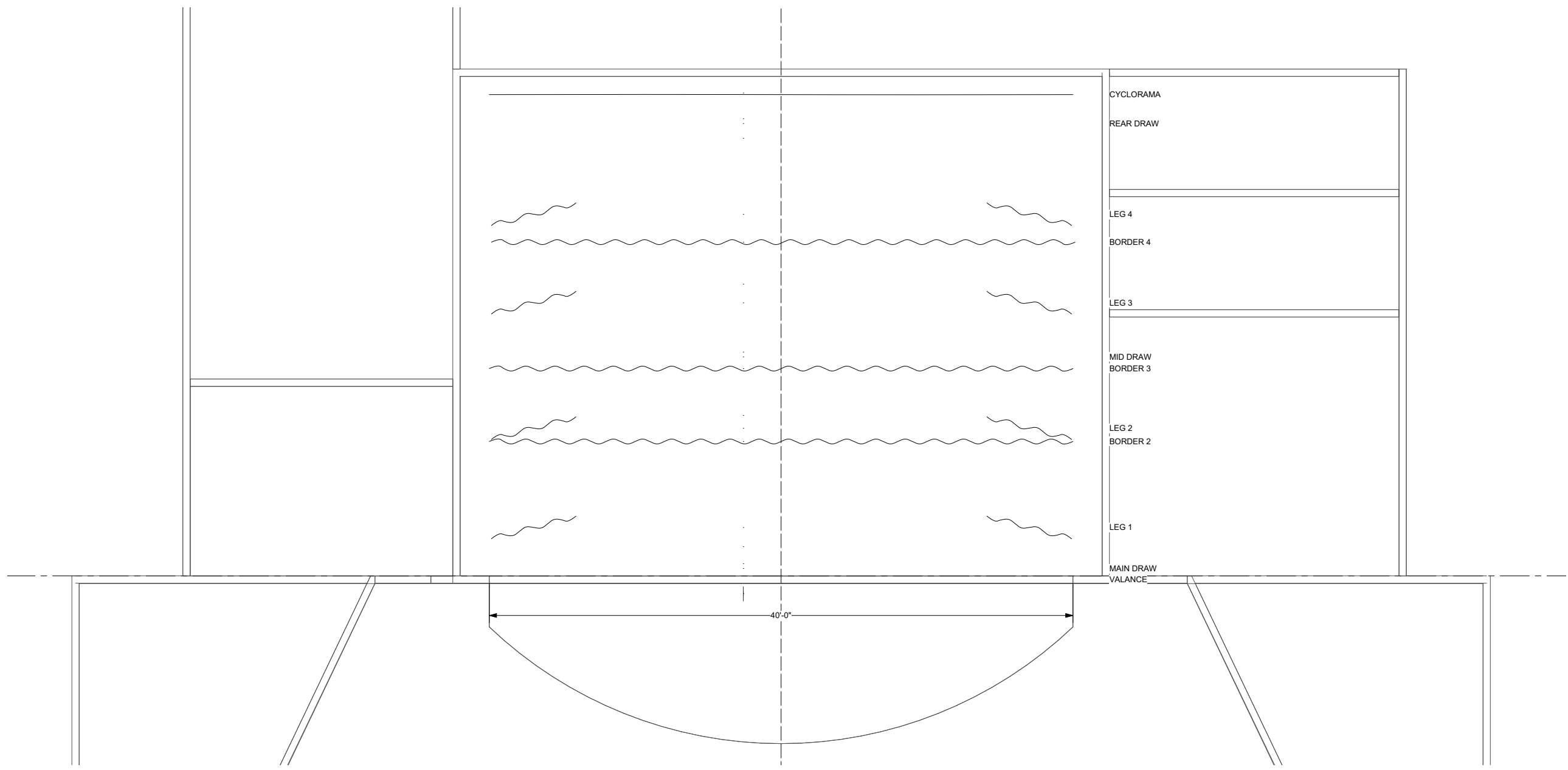
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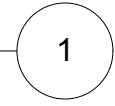
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Scale: 1/8" = 1'-0"



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 SPARTA, WI 54656

**Sparta School District**  
**Sparta High School Auditorium Project**  
 506 N Black River St, Sparta, WI 54656

PROJECT NO:

LAST UPDATED:

Date: 7/6/23

DRAWN BY: D.P.

CHECKED BY: S.P.

SHEET TITLE:

RIGGING LAYOUT - LOWER VIEW

SHEET NUMBER:

QT101

1

2

3

1

2

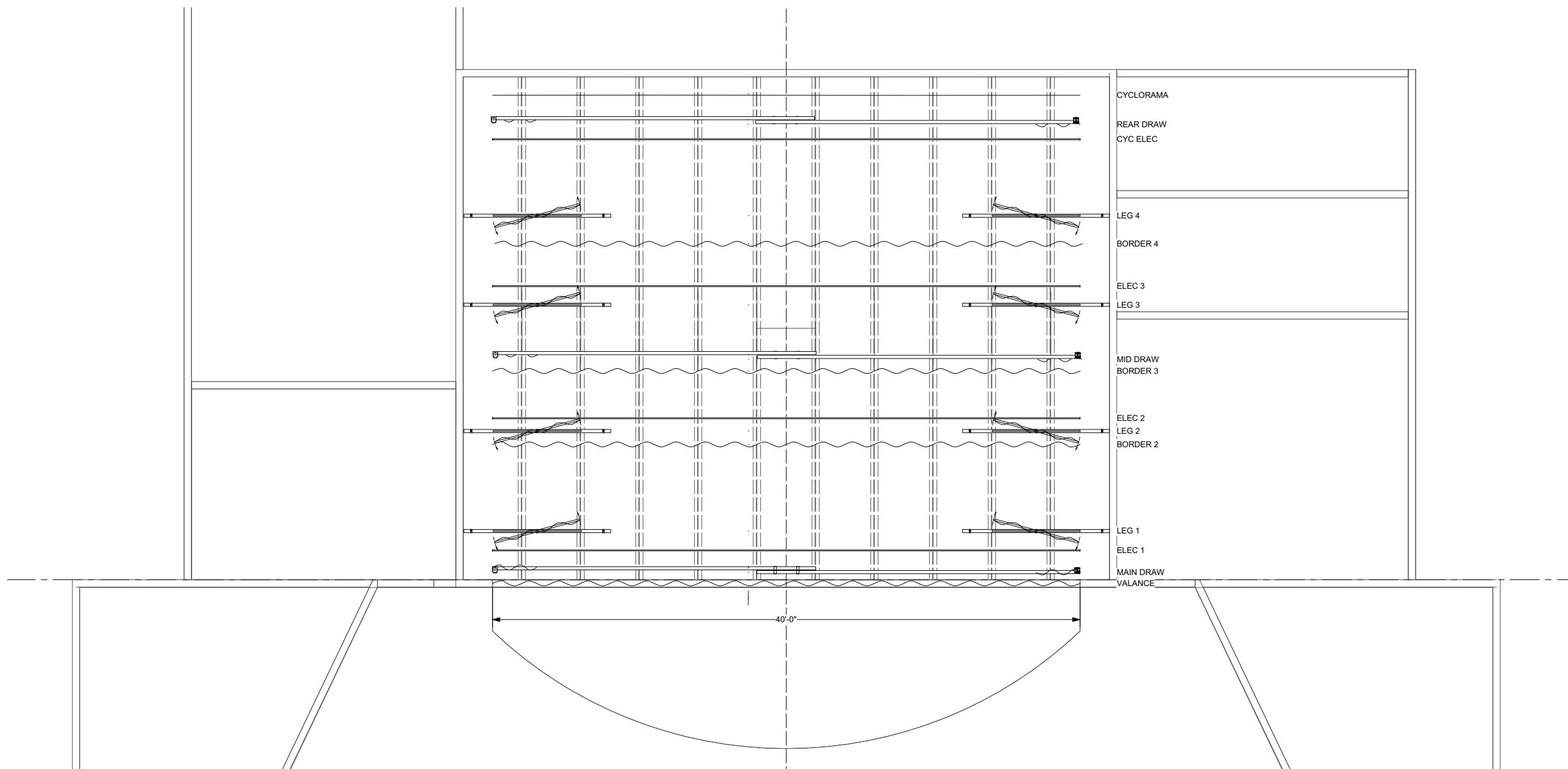
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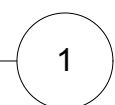
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Scale: 1/8" = 1'-0"



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SHEET TITLE:

RIGGING LAYOUT - UPPER VIEW

SHEET NUMBER:

QT102

1

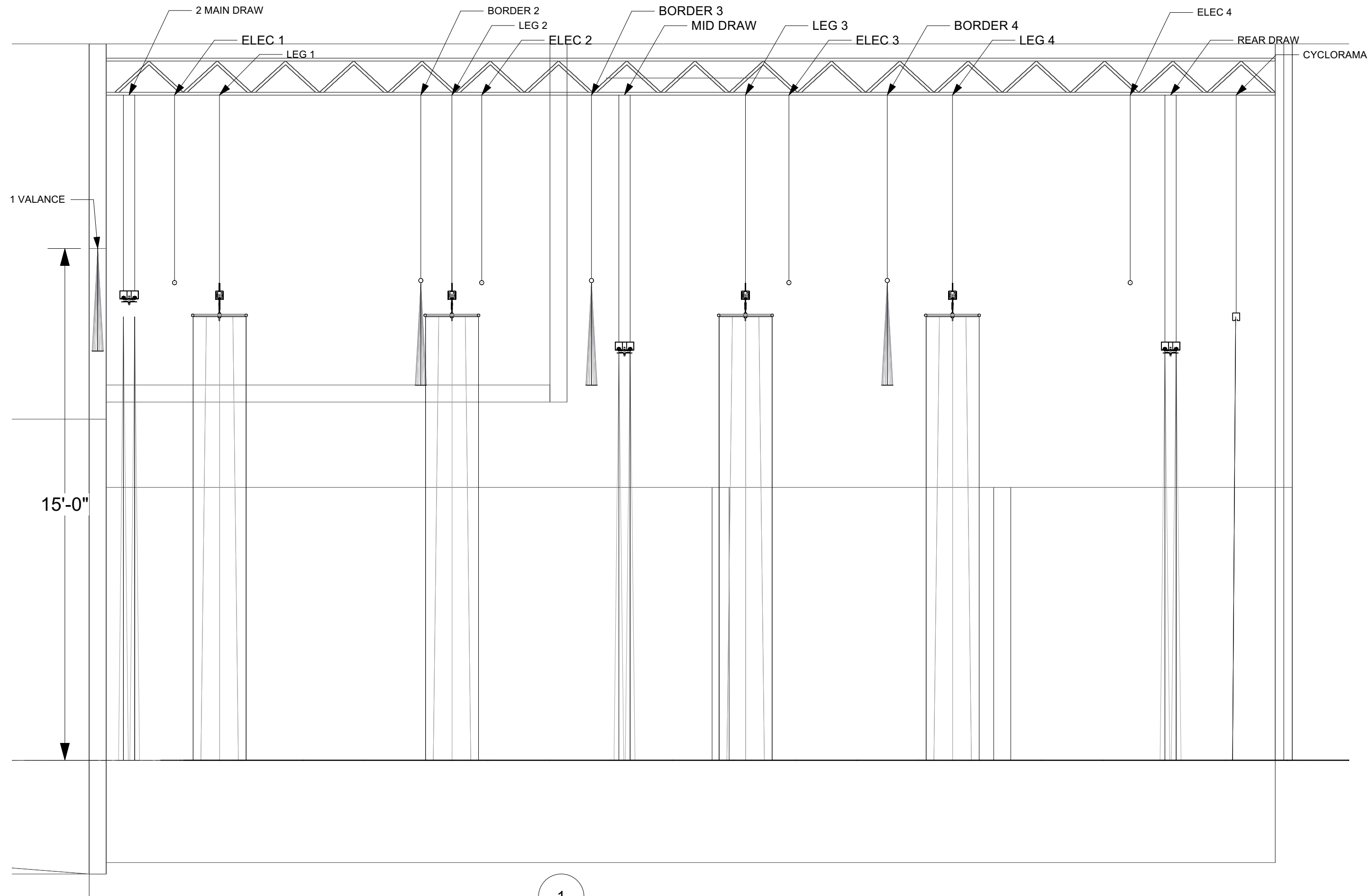
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A

A

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B

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SHEET TITLE:

RIGGING LAYOUT - SECTION

SHEET NUMBER:

QT103

1 Scale: 3/8" = 1'-0"

1

2

3



### RIGGING LINESET SCHEDULE

Lineset #	Name	Dist. From Proc.	Type	Batten Length	Notes
-3	FOH 1	-22'7"	1.5" Sched 40 Pipe.	60'	APPROX. LENGTH (EXISITING)
-2	HR TORM	-22'7"	1.5" Sched 40 Pipe.	0"	
-1	HL TORM	-22'7"	1.5" Sched 40 Pipe.	0"	
1	VALANCE	0"	TACKED ON	0"	
2	MAIN DRAW	1'2"	DRAW TRACK	40'	
3	ELEC 1	2'6"	1.5" Sched 40 Pipe.	40'	
4	LEG 1A	3'10"	SINGLE TRACK	10'	
4	LEG 1B	3'10"	SINGLE TRACK	10'	
5	BORDER 2	9'8 1/2"	1.5" Sched 40 Pipe.	40'	
6	LEG 2A	10'7 1/2"	SINGLE TRACK	40'	
6	LEG 2B	10'7 1/2"	SINGLE TRACK	40'	
7	ELEC 2	11'6"	1.5" Sched 40 Pipe.	10'	
8	BORDER 3	14'8 1/2"	1.5" Sched 40 Pipe.	10'	
9	MID DRAW	15'9 1/2"	DRAW TRACK	40'	
10	LEG 3A	19'3"	SINGLE TRACK	10'	
10	LEG 3B	19'3"	SINGLE TRACK	10'	
11	ELEC 3	20'6"	1.5" Sched 40 Pipe.	40'	
12	BORDER 4	23'4 1/2"	1.5" Sched 40 Pipe.	40'	
13	LEG 4A	25'3 1/2"	SINGLE TRACK	10'	
13	LEG 4B	2'1 1/4"	SINGLE TRACK	10'	
14	ELEC CYC	30'6"	1.5" Sched 40 Pipe.	40'	
15	REAR DRAW	31'9 1/2"	DRAW TRACK	40'	
16	CYCLORAMA	33'6"	SCENERY TRACK	40'	

### TRACK SCHEDULE

Lineset #	Name	Type	QTY	Track Length	Notes
2	MAIN DRAW	400 SERIES TRACK	2	22'0"	
4	LEG 1A	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
4	LEG 1B	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
6	LEG 2A	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
6	LEG 2B	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
9	MID DRAW	400 SERIES TRACK	2	22'0"	
10	LEG 3A	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
10	LEG 3B	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
13	LEG 4A	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
13	LEG 4B	400 SERIES TRACK	1	10'0"	w/ROTO & PIPE
15	REAR DRAW	400 SERIES TRACK	2	22'0"	
16	CYCLORAMA	400 SERIES TRACK	2	22'0"	

**GENERAL NOTE:**  
ALL TRACKS ARE EXISITING BUT ROTOS ARE NEW.

### RIGGING CURTAIN SCHEDULE

SET #	NAME	MATERIAL	COLOR	QTY	FINISH HEIGHT	FINISH WIDTH	SEWING INSTRUCTIONS	TOP FINISH	BOTTOM FINISH
1	VALANCE	23.5 - 24.5oz CHARISMA IFR VELOUR	TBD	1	3'0"	40'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
2	MAIN DRAW	23.5 - 24.5oz CHARISMA IFR VELOUR	TBD	2	13'0"	22'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
4	LEG 1A	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
4	LEG 1B	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
5	BORDER 2	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	3'0"	40'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
6	LEG 2	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
6	LEG 2B	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
8	BORDER 3	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	3'0"	40'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
9	MID DRAW	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	2	12'0"	22'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
10	LEG 3A	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
10	LEG 3B	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
12	BORDER 4	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	3'0"	40'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
13	LEG 4A	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
13	LEG 4B	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	1	13'0"	6'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
15	REAR DRAW	18 - 20 oz. CRESCENT IFR VELOUR	BLACK	2	12'0"	22'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT
16	CYCLORAMA	SEAMED MUSLIN TREVIRA IFR	WHITE	1	13'0"	40'0"	SEWN WITH 3" TURNBACKS / GROMMETS FOR 50% FULLNESS	GROMMETS, WEBBING & TIES	5-INCH HEM WITH INTERNAL CHAIN WEIGHT

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