

Request for Proposal
Design Build of the Audio and Video for the Video Lab at the Creteau Tech Center
Rochester School District

The Rochester School Board will accept proposals until no later than **12:00 noon EST on Thursday, January 17th, 2019**. The proposal will be opened publicly at that time.

Proposals shall be submitted on the attached bid form to: Michael Hopkins, Superintendent of Schools, Rochester School Department, 150 Wakefield Street Suite 8, Rochester, NH 03867-1348. Proposals must be submitted in a sealed envelope plainly marked: **Request for Proposal for Design Build of the Audio and Video for the Video Lab at the Creteau Tech Center, Rochester School Department, Attn: Michael Hopkins, Superintendent**. Failure to properly mark the envelope will result in disqualification of the proposal if it is prematurely opened.

Specifications with the required Proposal Form may be obtained on the School Dept. website at www.rochesterschools.com or through the Office of the Superintendent of Schools at 150 Wakefield Street Suite 8, Rochester, NH.

The Rochester School District reserves the right to award to other than the lowest proposal and to waive any informalities in the process. No proposal shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Rochester School Department.

****No proposals that are late, telephoned, faxed or emailed will be accepted.**

Request for Proposal for Design Build of the Audio and Video for the Video Lab at the Creteau Tech Center

The District is renovating the interior of the Richard Creteau Technology Center. As part of the renovation, we are creating a television studio, control room, live record space with a control room for video, audio and lighting. A layout is provided in Appendix A. Cabling between the control room, the server room and studio cameras will be part of this project in consultation with the electrical contractor, architect, and the District. The space will also be used for taping television production for the City Cable channel, at times.

Phase I should provide a proposal based on the equipment, (hardware and software), Installation and Configuration services, including training three year parts and service on the equipment

The District's intent is to promote a competitive process, but we will select the best mix of price, vendor proposal, and references. Any proposal may be altered as part of the Phased process for this RFP.

The Rochester School District is seeking proposals for a vendor to design and install TV Studio audio, video, associated materials and equipment. Vendors shall submit a proposal by January 17, 2019. The Superintendent will make a recommendation to the Board or the Joint Building Committee for a vendor to complete the design plan, including budget options, and installation.

This project is part of the Richard Creteau Technology Center renovation. The CTE is setting up a television, video studio that would be used by students and the City local cable access channel. This proposal is for the audio/video portion of the studio. Bidders will need to see the currently proposed architectural, structural, electrical and HVAC plans Appendix A. Bidders may contact Dave Totty at 603-332-3678 or Lance Whitehead, Lavalley Brensinger Architect. Lighting is a separate RFP.

Items required, vendor should provide a typical setup:

Plans for a three camera studio, including equipment, controls and associated plans.

3 Field cameras with appropriate mounting, control, tripod/wheels 1 case for proposed cameras and accessories for transport to field set up. 3-4 lapel microphones, cabling, cabling run/conduit solution TV Monitor(s) on rolling stands in studio

Audio mix ability/ mix board and monitoring Camera switcher: 4 – 6 inputs, HD SDI or

appropriate technology, such as Datavideo Alternative: camera switcher that can pack mobile – such as Tricaster mini Advance addition Graphics ability in switcher for lower 3rds, titles, chroma key Or alternative graphics solution Method of recording program files, monitoring, distribution, access Ability to be record finished program directly onto transportable media/portable. Ability to record direct to CTE video server. Ability for future live cable broadcast (currently SD) or to connect to a digital television server Ability to incorporate and or capture additional HD video source from remote location, including IP technologies Ability to live stream or connect to the digital streaming server Talk back/ audio communication from control room to host Additional option: for students running class “talk back” communication system Additional option: teleprompter system All required racks, desks, furniture, mounts,

Plans to include the audio and video recording and controls associated with the audio and video production. A typical studio would include some if not all of the items. It is up to the vendor to recommend the best options for the studio consultation with the District. The consultation will be a key part of finalizing the design in Phase I.

Please note proposed camera switcher / system options capabilities Computers and software as required for video editing (3 editing stations) Written Scope of Work for the equipment, materials, supplies, and construction. Written Scope of work for Electrical Contractor as it pertains to the video and audio systems. Budget Proposal for all work specified.

Recommended changes, alternates or improvements within another section / scope. Options for purchases over a period of several years if required. It is the goal of the government channel staff to conduct relaxed, sit-down interviews, with possible set up of 2 to 5 participants. Stage is to be provided by the lighting RFP.

For budgetary purposes, the proposal shall include several alternatives for basic functionality, with the goal of increased functionality and “future proof” technology through efficient and compatible upgrade paths. Please note all format, scan, connectivity specs and compatibility with IP, HD / SDI, and NDI technologies.

The proposal does not require completed plans for all steps of the process. The Vendor needs to provide enough information for the Superintendent to recommend a vendor to the Board or the Joint Building Committee.

The vendor shall consult with the architect to provide requirements for electrical contractor and any access requirements for cabling. When Phase II begins, it will be clear who is responsible for what in the wiring and cable connections.

The vendor will provide a turnkey solution when finished with Phase II. Vendor shall guarantee the design, operation and functionality of the system. The vendor agrees to be responsible for a

successful installation and operation of the system, in all phases of the design, acceptable testing of the system, and details of the as built studio.

Phase I of the project will be the design and plan working with the Architect and Rochester School District (RSD) to meet the needs of the studio. The design will include prices and options for the studio.

Phase II will begin when the RSD has agreed to the scope of the project based on the proposal in Phase I. Phase II will be the installation and finished product. The vendor will provide a diagram of the as built installation, easily accessed manuals, configuration information, and troubleshooting tips, along with key operator training. The vendor shall provide the manufacture documentation of all equipment, software registration, hardware warranty, technical manuals, and related equipment.

1. Diagram showing the functional flow of all components and devices.
 2. An instruction sheet explaining how to use the control room system.
 3. Specifications sheet for all components.
 4. Provide a single page cheat sheet that provides guidance for basic functions.
- Vendor shall provide these in digital format, also.

Phase III will be one year of support beginning when the finished installation is accepted by RSD, for one year. RSD will request longer warranty and support agreements beyond one year.

For each Phase of the project we require an estimated cost. The final terms and cost items will be determined as part of the process in Phase I, but an estimate is expected in the proposal. The District estimates the budget for a finished project would be more than \$20,000. The purchasing of equipment may be phased over several years.

Proposal Sheet

Date:

Vendor Name:

Address:

Contact

Information:

PHASE I: The conceptual design of the studio as part of the proposer's initial proposal response. The proposed price shall include all project costs producing the final design. The successful proposer shall produce and present to the District a final design which shall meet all the functional, cost and creative requirements cited herein, and those presented to the Contractor by agreed upon date. The cost in Phase I should be a solid number for doing the work specified.

PHASE I: \$ _____

PHASE II: (to be finalized, but an estimate is required for the RFP purposes)

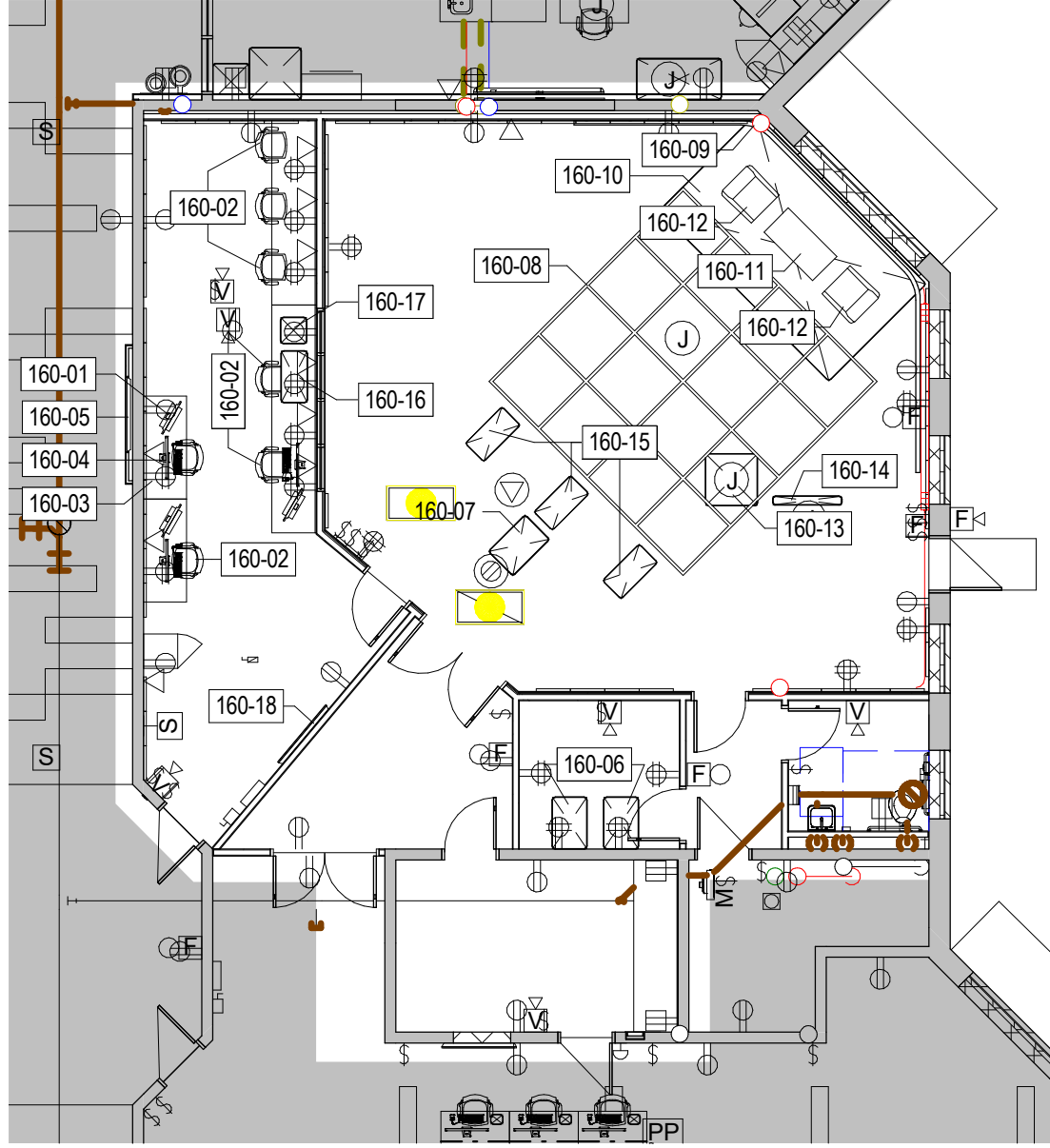
PHASE II \$ _____

PHASE III: After completion of the construction of the studio, the successful proposer shall provide three (3) years of support to ensure no structural issues exist with the project. Cost of Phase III may be included in the Phase II. (How would the cost of the warranty be calculated).

PHASE III: \$ _____

Vendors shall provide references of similar work to this proposal, examples of similar work and any information to guide the selection process. The selection process may include interviews, either via phone or in person. The process may require further clarification or information from one or more vendors on their proposal.

For questions on this RFP, contact Michael Hopkins, Superintendent, 603-333-3678 or hopkins.m@rochesterschools.com



EQ - VIDEO LAB EQUIPMENT LIST Copy 1			
Type Mark	Type	Count	Comments
160-01	20" MONITOR	3	OFOI
160-02	TASK CHAIR	7	OFOI
160-03	STUDIO DESK	2	OFOI
160-04	DESKTOP COMPUTER	3	OFOI
160-05	60" FLATSCREEN TV	1	OFCI
160-06	VIDEO LAB SERVER	2	OFOI
160-07	CEILING MOUNTED PROJECTOR (EXISTING)	1	OFOI
160-08	CEILING PIPE GRID	1	OFCI
160-09	GREEN SCREEN	1	OFOI
160-10	RAISED PLATFORM	1	OFOI
160-11	STUDIO TABLE	1	OFOI
160-12	STUDIO CHAIR	2	OFOI
160-13	TELEPROMPTER	1	OFOI
160-14	STUDIO MONITOR ON STAND	1	OFOI
160-15	TRIPOD-MOUNTED FIELD CAMERAS	3	OFOI
160-16	AUDIO MIXER	1	OFOI
160-17	AUDIO MONITOR	1	OFOI
160-18	60" FLATSCREEN TV	1	OFCI

VIDEO LAB EQUIPMENT PLAN

LAVALLEE | BRENSINGER ARCHITECTS
 Boston | Manchester | Portland
 www.LBPA.com

Rochester School Department
 PROJECT: R. W. Creteau Technology Center at Spaulding HS

PR NO: 15-075-00 DATE: 01/02/19

SCALE: 3/32" = 1'-0"

SKA-22