1.0 GENERAL INFORMATION

1.1 INTRODUCTION
This Request for Proposals (RFP) is issued by Trinity Lutheran Church of Fairview Village, Pennsylvania.

1.2 ISSUING ORGANIZATION
Trinity Lutheran Church (TRINITY) of Fairview Village, Pennsylvania is an affiliate of the Evangelical Lutheran Church in America.

Offerors are responsible for monitoring updates and amendments to this RFP at:
http://trinityfairview.com/#/communication/rfp-information

1.3 INFORMATION AND INQUIRIES
Updates and amendments to this RFP can be found at:
http://trinityfairview.com/#/communication/rfp-information

All inquiries regarding this RFP must be submitted in writing via email to:
Michael S. Monaghan, Director of Liturgical Music
msmonaghan.mft@comcast.net

Questions will be accepted through March 31, 2014.

Questions and responses will be compiled and provided to all Offerors via amendments to this RFP by April 4, 2014. [July 25, 2014]

No contact with any other TRINITY personnel other than the authorized contact person is allowed until such time as an award (or awards) has (have) been made.

1.4 RESPONSE DATE
RFP Due Date: Responses to this Request for Proposals must be received by May 16, 2014. [August 1, 2014]

1.5 AWARD AND REJECTION OF PROPOSALS
This RFP does not commit TRINITY to award a contract, or to procure, or to contract for services or supplies. Notwithstanding any other provisions of this RFP, TRINITY reserves the right to award this contract to the Offeror(s) that best meet the requirements of the RFP, and not necessarily to the lowest Offeror. TRINITY reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this RFP if it is in the interests of TRINITY to so do. TRINITY may require the selected Offeror to participate in negotiation and to submit any price, technical, or other revisions, or their proposals as a whole to those negotiations.

1.6 ADDENDA TO RFP
Amendments to this RFP may be necessary before the closing date and will be furnished to all prospective Offerors. Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

1.7 PROPRIETARY INFORMATION
TRINITY will not disclose any portion of the proposal except to members of our designated proposal evaluation team prior to a contract award. TRINITY retains the right to disclose the name of the successful Consultant, the amount of contract, and any other information in the technical proposal that is pertinent to the selection of the Consultant.

1.8 PRIMARY PROJECT RESPONSIBILITY
Offerors responding to this RFP must clearly explain and identify, in detail, which company will be the
lead party. It must be clearly understood that the lead party will enter into a contract with TRINITY. All other parties will be considered subcontractors or sub-consultants to the lead party. Regardless of which consultant performs the work, the lead party is ultimately responsible for the performance of all contract work.

1.9 AVAILABILITY OF FUNDS
The contract award under this RFP is contingent upon the availability of funds to TRINITY from the capital campaign for this project. TRINITY shall not advance any funding to the selected Consultant for the Consultant’s performance under this agreement. In the event that the funds are not available, any contract resulting from this RFP will become null and void and of no force and effect.

1.10 AMBIGUITY IN THE REQUEST FOR PROPOSALS (RFP)
Prior to submitting the proposal, the Offeror shall be required to bring to TRINITY’s attention any ambiguity in this RFP. Claims for clarification made less than four (4) weeks prior to the response date, as indicated in Section 1.4, or after the date of response submission, will not be entertained.

A. Conflicts, Errors and Omissions
   (i) Any discrepancies in any of the documents comprising this RFP shall be promptly brought to the attention of TRINITY by notifying the authorized contact person listed in this RFP. TRINITY shall, at its discretion, determine the prevailing requirement. Offerors and potential Offerors will be notified of the discrepancy and the prevailing requirement.

   (ii) Omissions from this RFP or the errant description of anything contained herein which are necessary to carry out the work, or which are customarily performed, shall not relieve the Offeror from being obligated to perform such omitted work or errantly described work, but they shall be performed as if fully and correctly set forth and described in this RFP without additional compensation.

1.11 OWNERSHIP INFORMATION
TRINITY shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the selected Consultant under any contract resulting from this RFP. All data collected and other documentation produced as part of the contract will become the exclusive property of the TRINITY and may not be copied or removed by the Consultant or any employee of the consultant without written permission of TRINITY’S Pastor.

1.12 EQUAL OPPORTUNITY REQUIREMENTS
The firm awarded the contract as a result of being pre-qualified under this RFP must meet all Municipal, State and Federal equal employment opportunity practices.

2.0 SCOPE OF SERVICES

2.1 PROJECT DESCRIPTION
This RFP is issued in support of TRINITY’s effort to build a new sanctuary on our current campus at 1190 Valley Forge Road, Fairview Village, PA. The building under development will provide our congregation with a larger venue appropriate to the growing liturgical needs of the parish.

The overall goal for this particular project is to equip our new liturgical venue with an elegantly integrated audio solution which takes into account the following requirements:

- The ability to project acoustic ensembles (choirs, winds, strings, percussion) with the highest fidelity, and in a manner that is natural and appropriately directional
- Simultaneous integration of electronic and digital instruments with acoustic ensembles
- A digital mixing console featuring at least 32 discreet channels and at least 32 scene captures
- Ease-of-use for end-users who are not audio engineers
- Real time remote control from laptop and/or handheld devices from multiple locations
- Integration of premier wireless technology wherever possible
• Appropriate use of low-profile microphones at liturgical centers and/or on key personnel (table, pulpit, chair, presider, homilist)
• Multi-source video projection system interface
• Audio recording and playback capability
• ADA compliant provision for the hearing impaired
• Discreet, moveable monitor coverage for all ensemble areas

In addition, under this RFP, TRINITY will consider a supplemental scope of work which the Offeror may include as an addendum to the proposal, including solutions for the following:
• Multi-source, multi-screen video projection
• A multi-camera video capture system
• Integration of house audio and video with the campus computer network
• Preparation for event webcasting with streaming audio and/or video

2.2 OVERRIDING LITURGICAL PURPOSE
Founded in 1848 as a Norristown mission of the Lutheran Ministerium of Pennsylvania, Trinity Lutheran Church is deeply committed to exercising liturgical leadership through principle-driven excellence. Our new sanctuary has been designed with that mission in mind. It reflects our deep regard for early Christian practice while gracefully echoing our Lutheran commitment to constant, intelligent reform.

Our 21st century gathering space is simply conceived, a place whose primary fixtures of font, table and ambo clearly define our purpose, creating the central axis of the sanctuary. Grounded in the rich soil of our heritage and willing to carry the art of Lutheran liturgy into the future, we weave our seasons together using a diverse pallet of music, environment and movement. The locations of our new altar and pulpit can be easily changed from season to season. Cantors and ensembles may minister from multiple places. The watchword for our new space is flexibility, and we intend to select an audio solution which will enable and support this overriding liturgical mission.

2.3 FUTURE VISION
Our leadership is fully aware that technology is a vital tool in the mission of the church. We seek to enable future leaders inasmuch as possible by discovering and purchasing only those technology solutions which are elegantly integrated into an easily operated network, allowing for non-intrusive reproduction of acoustic performance, wireless network audio control, digital recording and playback, concerts, lectures, high-definition audio and video webcast, and networked audio and video throughout our site. Particular consideration will be given to those proposals that create straightforward opportunities for future expansion.

2.4 CONTRACT TASKS
The tasks listed below are considered by TRINITY to be critical to this project.

2.4.1 Review of Current Sanctuary Audio Components
The selected Contractor will inventory and assess our current sanctuary audio system. The economic integration of current components into the new sanctuary system should be considered and compared to other solutions whenever possible. We are stewards of our current resources.

2.4.2 Continuous Interaction with Key Staff
TRINITY’s Pastor, Music Directors, Operations Director and Liturgy Chair will be considered the key staff members for this project. The selected Contractor will be prepared to solicit and receive input from those staff members throughout the duration of the contract.

2.4.3 Initial Report to the Liturgical Design Team
The selected Contractor will issue an initial report to the Liturgical Design Team within ten (10) business days after entering into the contract with TRINITY for this project. That report will include the Contractor’s assessment of our current sanctuary audio components, a review of which components are suitable for use in the new system, and a survey of benefits, liabilities and costs which compares each reused component with a recommended new solution.
2.4.4 Final Detailed Schematic
The selected Contractor will provide a schematic diagram showing the entire proposed system including component detail within five (5) business days of receiving a written response from the Liturgical Design Team to the Contractor’s initial report.

2.4.5 Acquisition, Installation and Testing
The selected Contractor will acquire, install and test all required components for the system within thirty (30) days of receiving written approval of the final detailed schematic from the Liturgical Design Team.

2.4.6 Tuning, Training and Support
The selected Contractor will have fully qualified personnel available for thirty (30) days following the installation of the system to tune the performance of the system at Sunday liturgies, evening rehearsals and other events as required. During that period, the Contractor will provide two separate training sessions, one for administrative operators (Clergy, Music Directors, Director of Operations, etc) and one for casual users (department heads, program directors, staff, volunteers, etc.) at mutually acceptable times. The Contractor will provide ongoing support under the terms of the contract for a period of not less than three (3) years.

2.4.7 Summary of Deliverables
All deliverables are due by the end of the period of performance.

1. Review and Assessment of Current Components
2. Ongoing Interaction with Key Staff
3. Initial Report (based on Review and Assessment)
4. Final Detailed Schematic
5. Acquisition, Installation and Testing
6. Tuning, Training and Support

3.0 RESPONSES
Prospective Consultants are asked to submit responses in three parts:
1. Letter of Interest
2. Technical Response
3. Price Proposal

3.1 LETTER OF INTEREST
The Letter of Interest must specify the following:
- The name and address of the Consultant.
- The name, title and telephone number of the individuals within the firm authorized to commit the company to this contract.
- The name, title and telephone number of the individual TRINITY should contact regarding questions and clarifications.
- The corporation name and the addresses of all proposed sub-consultants.
- A statement that the Consultant’s offer will remain in effect for ninety (90) days after acceptance of the Consultant’s proposal by TRINITY.

3.2 TECHNICAL RESPONSE
The Technical Response must contain a description of the consultant’s proposed approach with specific reference to:
- Project understanding and proposed approach to scope of services
- Description of any unique services provided
- Name and required services of any subcontractors
- Proposed project schedule
- Resumes of key personnel proposed to work on the assignment
- Three references from comparable types of projects (including contact information)
- Pertinent examples of related work prepared by the consultant
3.3 PRICE PROPOSAL
The price proposal shall contain the following:

- **Hardware and Software Costs** (itemized)
- **Labor Costs**
- **Ongoing Support / Service Contract Costs**
- **Travel Perl/Diem** (If Applicable)
  
  *This section must summarize all estimated travel costs of project staff and the cost of food and lodging for the project staff required for the on-site work required under the Scope of Services.*
- **Printing/Reproduction**
  
  *The costs of printing and reproducing all required reports and procedural material must be specifically identified and summarized.*
- **Miscellaneous**
  
  *Any category of costs, tasks or subtasks not identified in response to the above paragraphs of this Section 3.3 must be specifically identified and summarized in this section.*
- **Total**
  
  *Please provide a total price proposal including sub-totals for each major area of work.*

4.0 EVALUATION CRITERIA
The criteria to be used as guidelines in selecting prospective consultant teams are:

- Corporate experience & capacity
- Understanding of work to be performed
- Project organization & staff commitment
- Professional expertise of team
- Prior experience relative to project
- Completeness, feasibility and quality of scope of services and project schedule
- Thoroughness, creativity and clarity of suggested approach described in the technical response
- Clarity and conciseness of presentation
- Fee schedule and cost
- Completeness of Technical Response

5.0 SUBMISSION OF PROPOSALS
Each Offeror must submit seven (7) proposal copies in a sealed envelope bearing on the outside the name of each firm, full address, name of the project for which the proposal is submitted, and the date and time proposal is due. TRINITY must receive the proposal no later than **May 16, 2014.** [**August 1, 2014**]

Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the Offeror.

5.1 FORMAT OF RESPONSES
Printed material only will be accepted (double-sided where possible). Pages must be numbered. All components must be bound and not more than 1” thick. Submissions containing loose items will not be accepted.

5.2 MAILING ADDRESS
Proposals may be hand delivered or sent via U.S. Mail or UPS to the following address:

Michael S. Monaghan – Audio RFP
Trinity Lutheran Church
1190 Valley Forge Road
P.O. Box 340
Fairview Village, PA  19409
6.0 SELECTION
Offerors are asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work contemplated by the Offeror. A recommendation of prospective consultants to the Liturgical Design Committee will be made by a proposal evaluation team consisting of TRINITY personnel including the Pastor, the Directors of Music, the Director of Operations and the Chair of the Music and Worship Committee. The Liturgical Design Committee will make a recommendation to the Steering Committee and the Council. No recommendation is final until approved by the Council of TRINITY Lutheran Church.

7.0 GENERAL PROVISIONS

7.1 PERFORMANCE STANDARDS

A. All work shall be performed in accordance with all federal, state, local laws and regulations.

B. The selected Consultant shall uphold the highest professional standards in all dealings with contractors, suppliers, vendors, engineers, other contractors, entity officials, church officials, public officials, legal counsel, TRINITY employees, and all others when representing TRINITY.

C. It is the intent of TRINITY Lutheran Church that all work be performed utilizing state-of-the-art hardware and software in economically effective ways. The selected Consultant shall perform all work giving due consideration to the complete integration of parish technology.

D. The selected Consultant shall be responsible for identifying, certifying and adhering to any changes in federal, state and local laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.

E. The selected Consultant shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles and any and all other items necessary to successfully complete the work contemplated in this RFP.

7.2 PERFORMANCE STANDARDS
The selected Consultant will be responsible for the entire contract performance. The Consultant must indicate in the RFP if it intends to propose a subcontractor or multiple subcontractors for any part of the work. If so, the Consultant shall identify each proposed subcontractor by name, business address and expertise, and must include the name(s) of the principal(s) of the proposed subcontracting entity. A full description of the tasks to be performed by the proposed subcontractor must be included. The Consultant will not be permitted to subcontract any part of the contract issued pursuant to this RFP or any of the rights and obligations there under without the prior written approval of TRINITY Council or the Pastor. The requirements set forth in this RFP shall also apply to any and all proposed subcontractors of any tier, if any.

7.3 DISCLAIMER
TRINITY and its respective officers, directors, agents, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, TRINITY does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Website on which this RFP is posted, or in connection with any other electronic medium utilized by Offerors or potential Offerors in connection with or otherwise related to the RFP.

7.4 EXAMINATION OF RECORD
In submitting a proposal, the selected Consultant agrees that TRINITY shall have access to and the right to examine directly all pertinent documents, papers and records of the Consultant and/or any approved
subcontractor as related to any contract and/or subcontract resulting from this RFP until six (6) years after final payment has been made pursuant to any contract awarded as a result of TRINITY’s acceptance of proposal.

7.5 NEGOTIATED CHANGES
TRINITY intends to enter into contract negotiations with the firm or firms selected by the proposal evaluation team and Council, who shall be required to enter into a written contract with TRINITY in a form approved by legal counsel for TRINITY. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the contract issued pursuant to this RFP. The contract issued pursuant to this RFP may contain provisions not contained herein. TRINITY reserves the right to negotiate the terms and conditions of the contract issued pursuant to this RFP with the selected Consultant(s), if any. These negotiations could include all aspects of services and fees. Neither the selection of a vendor nor the negotiation of the contract with such vendor(s) shall constitute TRINITY’s acceptance of the proposal or a binding commitment on behalf of TRINITY to enter into a contract with such vendor(s), as any binding arrangement must be set forth in the contract signed by both parties and is subject to all requisite approvals.

8.0 CONTRACT PROVISIONS.
The contract will contain the following provisions:

A. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provision for such sanctions and penalties as may be appropriate.

B. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement.

C. Access by TRINITY or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

D. Retention of all required records for at least six (6) years after TRINITY makes final payments and all other pending matters are closed.

E. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

F. Standards and policies relating to energy efficiency.