

GESU ROMAN CATHOLIC PARISH

Building a Sound Future at Gesu



REQUEST FOR PROPOSALS

Professional Services for
Acoustical Design/Engineering Services
Related to a Roman Catholic Church

Location:

2049 Parkside Boulevard,

Toledo, Ohio 43607

Date Issued: January 30, 2012

Pre-proposal Conference: Sunday, February 19, 2012

Deadline For Submission: Tuesday, February 28, 2012, 1:00 P.M. (EST)

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GUIDING PRINCIPLES AND SCHEDULE

GUIDING PRINCIPLES

The guiding principle for the engineering and installation of a new sound system in Gesu Church is to design and build a sound system which supports the principal purpose of the church, namely the Liturgy and public devotions of the People of God at Gesu, so that the spoken and sung Word of God may be announced clearly and received by the Assembly.¹

- The Word of God incarnate in the prayers of the Eucharist and all Sacraments – presided over by the pastor and participated in by the whole Assembly
- The Word of God proclaimed in Sacred Scripture – read by trained lectors, students and guests
- The Word of God preached in homilies, sermons and reflections – delivered by ordained in the Liturgy and commissioned preachers at other gatherings of prayer
- The Word of God conveyed through singing and instruments that support the Assembly (priest and parishioners)

Liturgy in our parish setting mainly refers to:

- The Celebration of the Sacred Triduum²
- The celebration of the Eucharist on Sundays
- The celebration of the Eucharist on Weekdays
- The celebration of the Eucharist for the School
- Funeral Masses
- Wedding Masses and Liturgies of the Word
- Baptisms (during and outside of Mass)
- Confirmation (when the bishop visits and during the Easter Vigil)
- The communal and individual celebration of the Sacrament of Reconciliation
- The Anointing of the Sick³

The Liturgy and other public devotions of the Parish may also include:

- The Liturgy of the Hours
- Eucharistic adoration/Holy Hours/Benediction
- The Stations of the Cross
- Scripture services
- Dramatic interpretations of Scripture
- The Rosary

¹ Built of Living Stones, 16.

² Ibid, 49.

³ Ibid, 17.

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From the celebration of the Liturgy – principally the celebration of the Eucharist – flow all other activities and events in the parish’s life. The Eucharist is the source and summit of Christian life.⁴ Culture, art, sciences, service and educational experiences all glorify God and flow from the celebration of the Eucharist and are secondary. The church building, while not built for these secondary activities, houses and hosts examples of art and culture that may serve to draw people closer to God.⁵

A church sound design and system at Gesu must then also be able to serve in a secondary role supporting the presentation of human cultural achievements, that is, the performance of music and drama.

SCHEDULE

| | | | |
|---|---------|-------------|-------------|
| RFP Issued | 3 days | Mon 1/30/12 | Wed 2/1/12 |
| RFP with Acoustical Designers | 12 days | Thu 2/2/12 | Fri 2/17/12 |
| Pre-Proposal Conference | 0 days | Sun 2/19/12 | Sun 2/19/12 |
| RFP Questions from Acoustical Designers | 2 days | Tue 2/21/12 | Wed 2/22/12 |
| Final Addenda if required | 2 days | Thu 2/23/12 | Fri 2/24/12 |
| RFP DUE DATE | 2 days | Mon 2/27/12 | Tue 2/28/12 |
| UNAVAILABLE | 7 days | Thu 3/1/12 | Fri 3/9/12 |
| Steering Committee Reviews Proposals | 3 days | Mon 3/12/12 | Wed 3/14/12 |
| Steering Committee Interviews Candidates | 5 days | Mon 3/19/12 | Fri 3/23/12 |
| Parish & Diocesan Review | 5 days | Mon 3/26/12 | Fri 3/30/12 |
| EASTER BREAK | 10 days | Mon 4/2/12 | Fri 4/13/12 |
| Steering Committee Advised of Final Disposition | 2 days | Mon 4/16/12 | Tue 4/17/12 |
| Acoustical Consultant Advised | 3 days | Wed 4/18/12 | Fri 4/20/12 |
| Negotiate Contract | 10 days | Mon 4/23/12 | Fri 5/4/12 |
| UNAVAILABLE | 9 days | Mon 5/7/12 | Thu 5/17/12 |
| Parish Finance Committee Approval | 5 days | Fri 5/18/12 | Thu 5/24/12 |
| Steering and Resource Committees Review Process | 5 days | Fri 5/25/12 | Thu 5/31/12 |
| Consultant meets with Resource Committee(s) | 5 days | Fri 6/1/12 | Thu 6/7/12 |
| Design Options Developed by Consultant | 15 days | Fri 6/8/12 | Thu 6/28/12 |

⁴ *Lumen Gentium*, 11.

⁵ Built of Living Stones, 38; 40-41; 43; 45.

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|--|---------|-------------|-------------|
| UNAVAILABLE | 5 days | Fri 6/29/12 | Thu 7/5/12 |
| Consultant presents findings to Steering Committee | 5 days | Fri 7/6/12 | Thu 7/12/12 |
| Consultant meets with Resource Committee(s) | 5 days | Fri 7/13/12 | Thu 7/19/12 |
| Final Design Developed by Consultant | 15 days | Fri 7/20/12 | Thu 8/9/12 |
| Consultant presents findings to Steering Committee | 5 days | Fri 8/10/12 | Thu 8/16/12 |

SCOPE OF WORK

DESIGN SERVICES

Professional services will require the acoustical analysis of the existing facility/construction and sound system, meeting with three Resource Committees and the Sound System Steering Committee. Interaction with these committees will be outside of the normal 8:00 a.m. – 5:00 p.m., Monday through Friday work week.

The Sound System Steering Committee will be the decision making body representing the Parish. The Resource Committees, composed of 5 – 7 members, will serve in an advisory capacity to provide detailed information regarding specific ministries of the Parish. The proposed Resource Committees include the following: Parish Community, School, Music (Church and School).

It is the expectation of the Sound System Steering Committee that the Acoustical Designer/Engineer will provide two to three options, address potential phasing/budget issues, and develop one of the options into contract documents. The options may, or may not include architectural changes to the nave and sanctuary. The contract documents may include, but not be limited to: procurement documents, division one and specifications, drawings, and other information necessary to describe the total scope of work.

BIDDING AND PROCUREMENT SERVICES

Professional services will include developing a strategy to meet the project budget, and develop documents to bid or procure services or equipment from contractors and vendors as described in the contract documents. The acoustical designer will receive bidding and procurement information and make recommendations to the Sound System Steering Committee regarding the award of contracts or the need to accept portions of bids or to reject all bids.

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PURCHASE/CONSTRUCTION/INSTALLATION SERVICES

Professional services will include developing contractual agreements, and purchase orders, as required, between the Parish and constructors and/or vendors. The acoustical designer will need to review any submittals to verify compliance with contract documents and make, as needed, site visits as required to verify that work is in compliance with the contract documents.

SUBMISSION REQUIREMENTS

TIME AND PLACE FOR SUBMISSION OF PROPOSALS

Tuesday, February 28, 2012
1:00 P.M. (EST)

Fr. Shaun Lowery, OSFS
Parochial Vicar
Gesu Roman Catholic Parish
2049 Parkside Boulevard
Toledo, Ohio 436073
E-mail: lowery@gesutoledo.org

- (1) PDF version sent to the E-mail above.
- (12) Hard Copies, bound

CONTENT OF PROPOSALS

Introduction and Executive Summary (one page)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal, and meet all requirements to perform services within the state where the project is located. The letter shall indicate the inclusions or exclusion of any addenda.

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Project Approach (up to two pages)

Describe the services and activities that your firm proposes to provide to the Parish. Include the following information:

1. Overall scope of work tasks; and
2. Schedule and ability to complete the project within the Parish's schedule; and
3. Assignment of work within your firm's work team.

Firm Qualifications (up to five pages)

Provide information on your firm's background and qualifications which addresses the following:

1. Name, address, and telephone number of a contact person; and
2. A brief description of your firm; and
3. A description of at least three projects similar in size and scope designed by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule, contractors/vendors that installed improvements and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed, provide the above information for each.

Team Qualifications (up to four pages)

1. Provide a list identifying: (i) lead acoustical engineer/designer on the project team, (ii) other key team members, (iii) the role each will play in the project, and (iv) a written assurance that the lead acoustical engineer/designer identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the Parish's prior approval.
2. Provide a description of the experience and qualifications of the lead acoustical engineer/designer on the project team, including a brief resume, and resumes of other key team members if necessary.
3. Evidence that previous work was well managed, within budget and on-time. Documentation of relevant problems and how they were resolved. Quality of the insight or conceptualization of the issues relevant to the project

References (up to two pages)

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least three recent clients (preferably at Roman Catholic Parishes).

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Fees (one page)

The Parish intends to award this contract to the firm that it considers will provide the best overall program of services. The Parish reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Provide the following information:

1. Hourly Not-to-Exceed Fee
 - a. Design Services
 - b. Bidding and Procurement Services
 - c. Purchase/Construction/Installation Services
2. Reimbursable Expense Budget (projected amount and itemized lists of unit costs)
3. Fees for additional meetings approved by the Sound System Steering Committee.
4. Hourly rates for all team members. These rates will be used for the following:
 - a. Monthly invoicing.
 - b. Negotiating additional services should they become required.

Appendix

The **CONTENT OF PROPOSALS** provides a 15 page, one-sided, limit to respond to the RFP. All criteria requested in the RFP must be included in these 15 pages. Respondents may use up to 5 additional pages for the following:

1. Firms may provide supplemental information when they have been restricted by the page limits listed in the **CONTENT OF PROPOSALS**. Information should be organized according to this outline.
2. Modification to the following:
 - a. Schedule
 - b. Scope of Work
 - c. Content of Proposal
 - d. Fee

Proposals, including the Appendix, may not exceed the 20 pages, one-sided, limits.

EVALUATION AND SELECTION CRITERIA

Ex Officio members of the Sound System Steering Committee will screen the proposals to ensure that the proposers meet the minimum qualification requirements. Proposals that meet the minimum qualification requirements will be evaluated by the Sound System Steering Committee. The Parish intends to evaluate the proposals generally in accordance with the criteria itemized below. The Parish reserves the right to interview up to three of the firms with the highest scoring proposals.

The descriptions following each evaluation criteria are provided as a guide and are not intended to be comprehensive.

PROPOSAL REVIEW (0 – 100 points)

1. Introduction and Executive Summary (0 – 5 points)
2. Project Approach (0 – 10 points)
 - a. Understanding of the project and the tasks to be performed, etc. (0 – 5 points)
 - b. Reasonableness of work schedule and fee proposal. (0 – 5 points)
3. Firm Qualifications (0 – 20 points)
 - a. A brief description of your firm; and (0 – 5 points)
 - a. A description of at least three projects (0 – 5 points) x 3 Projects
4. Team Qualifications_(0 - 40)
 - a. Lead acoustical engineer/designer. (0 – 15 points)
 - b. Lead acoustical engineer/designer role in the identified three projects of similar size and scope. (0 – 15 points)
 - c. Other key team members. (0 – 5 points)
 - d. Workload, staff availability and accessibility. (0 – 5 points)
5. References (0 – 20 points)
 - a. Experience with similar projects. (0 – 5 points)
 - b. Quality of recently completed projects. (0 – 5 points)
 - c. Adherence to schedules. (0 – 5 points)
 - d. Adherence to budgets. (0 – 5 points)
6. Appendix (0 – 5 points)
 - a. Items offering distinction or differentiation. (0 – 5 points)

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ORAL INTERVIEW (0 – 100 points)

Following the evaluation of the written proposals, the Parish reserves the right to invite up to three (3) of the proposers receiving the highest scores for each service to demonstrate their capabilities. The interview will allow for 45 minutes of presentation followed by up to 45 minutes of questions and answers. Instructions regarding the oral interview shall be provided at a later date to the invited firms. Only the lead acoustical engineer/designer and key team members providing the services requested in this RFP should attend. Evaluation criteria may include, but is not limited to, the following:

1. Experience & Responsiveness (0 – 40 points): Relevance of the team experience as demonstrated by the types and complexity of previous work presented. Degree to which the technical expertise addresses the anticipated scope of work. Evidence that the team is structured for a comprehensive approach
2. Communication (0 – 40 points): Quality of the oral, written and graphic communication used to represent the skills of the team at the oral presentation. Clarity in the organization and exposition of the document and the presentation.
3. Management (0 – 20 points): Evidence that previous work was well managed, within budget and on-time. Documentation of relevant problems and how they were resolved. Quality of the insight or conceptualization of the issues relevant to the project.

Please note that the Sound System Steering Committee reserves the right to select one or none of the firms.

PRE-PROPOSAL CONFERENCE AND CONTRACT AWARD

PRE-PROPOSAL CONFERENCE

Proposers must attend the mandatory pre-proposal conference, a celebration of the Mass on Sunday, February 19, at 9:00 A.M. (EST). A question and answer period will follow under the direction of Fr. Shaun Lowery, OSFS, Parochial Vicar, and the Sound System Steering Committee. Following the Mass, the question and answer period will begin in the Sullivan Center, an attached facility to the church with access from the southwest school parking lot. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, they must be in writing by E-mail (lowery@gesutoledo.org).

Any requests for information concerning the RFP whether submitted before or after the pre-proposal conference, must be in writing by E-mail (lowery@gesutoledo.org), and any

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substantive replies will be issued as written addenda. Members of Gesu Roman Catholic Parish, Sound System Steering Committee, or associated Resource Committees are not to be contacted. Any information provided by these entities, outside of written addenda, will not be considered an official modification of this Request For Proposal.

Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP and will be issued via E-mail. No questions or requests for interpretation will be accepted after no later than five working days prior to the date for receipt of proposals.

CONTRACT AWARD

The Sound System Steering Committee will select a proposer with whom committee shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the Parish of all terms of the proposal, which may be subject to further negotiations and approvals before the Parish may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Sound System Steering Committee, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

Unless otherwise accepted by the Parish, the standard form of contracts/agreements will be the documents provided by the American Institute of Architects.

TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

ERRORS AND OMISSIONS IN RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Sound System Steering Committee, in writing, by E-mail (lowery@gesutoledo.org), if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Committee promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

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ADDENDA TO RFP

The Sound System Steering Committee may modify the RFP, prior to the proposal due date, by issuing written addenda. Addenda will be sent via E-mail. The Parish will make reasonable efforts to notify Proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by the Parish prior to the proposal due date regardless of when the proposal is submitted.

TERM OF PROPOSAL

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

ERRORS AND OMISSIONS IN PROPOSAL

Failure by the committee to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the proposer from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

FINANCIAL RESPONSIBILITY

The Parish accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the Parish and may be used by the Parish in any way deemed appropriate.

RESERVATIONS OF RIGHTS BY THE PARISH

The issuance of this RFP does not constitute an agreement by the Parish that any contract will actually be entered into by the Parish. The Parish expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;

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5. Procure any materials, equipment or services specified in this RFP by any other means;
or
6. Determine that no project will be pursued.

NO WAIVER

No waiver by the Parish of any provision of this RFP shall be implied from any failure by the Parish to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

DIGITAL SCANS

Digital Scans are being attached to the RFP E-mail.

1. A1
2. A2
3. A3
4. A4
5. A5