

Washington County
Convention and Tourism Office

Request For Proposals for:
Replacing the Existing Exhibit Hall
and Grand Concourse Sound Systems
with an Upgraded More Useable System
at the Dixie Convention Center.

Send to:

Milo M. Hughes
1835 Convention Center Drive, St. George, UT 84790
miloh@dixiecenter.com

The deadline for proposals is:
Monday, April 4, 2022, 11:00 am

1. Contract Description

The Dixie Convention Center is seeking proposals from interested and qualified companies to replace the sound system in the Dixie Convention Center's Exhibit Hall, Grand Concourse, and main lobby. Proposals will provide us with the appropriately sized speakers needed for the spaces, with adequate wattage, volume, and tonal qualities for clearly intelligible speech and the full range for music. Also, with the appropriate amplifiers to power, the speakers will also allow for at least 8 Zones of speaker groups or clusters. These zones will need to be individually operable and able to be combined with any or all the other zones, not just in the exhibit hall and concourse, but throughout the smart building setup. Proposals must include the removal of the discarded old Speakers. Proposals must also include the installation of the new equipment following all of the safety regulations for a hanging sound system with the appropriate cables, clamps safety cables, grill covers, etc. Proposals must also include the integration of the speakers and amplifiers to the rest of our building's sound systems through the Biamp and Crestron smart building equipment. Proposals must include all the time needed for integration programming, any other equipment, licenses, fees, labor charges, cabling, scissor lifts, additional electrical work, control systems, freight charges, factory authorized start-up services if any, everything needed for a finished and useable product.

Proposals will need to include a timeline during which the equipment will arrive and when the work will be completed, working out an installation schedule with the Dixie Center Operations Manager that will not disrupt events that are already scheduled for these spaces.

2. Background:

The Dixie Center is located at 1835 South Convention Center Drive, St. George, Utah 84790, and hosts conventions, trade shows, and other special events.

The Dixie Center exhibit hall is a 190' x 245' (46,500 square-foot) space with 30 feet to the bottom of the rafters. We have a moveable air wall that creates 5 different sizes of usable spaces. The exhibit hall sound system currently has 15 rows of speakers with 6 speakers in the first row and 5 speakers in the second, alternating back and forth till the last row with 6 speakers for a total of 83 speakers divided into 3 different zones. The Grand Concourse and lobbies have 25' ceilings and a total of 13 speakers all in a single zone. Proposals do not necessarily need to follow the same pattern. The amp rack for the speakers in the exhibit hall is in the lighting and sound booth overlooking the exhibit hall. The amp rack for the Concourse speakers is in the AV room along with the Crestron smart building hub and the main portion of the rest of the building's sound system.

*See photos at the end of this RFP.

3. Proposal Submittal Procedure.

Proposals may be submitted in hardcopy or digital format. Proposals must be marked or the email subject line must read "DCC Exhibit Hall Sound Upgrade." They are due in the Dixie Convention Center Administration office by **11:00 a.m. local time on Monday, April 4, 2022**. The proposals will be considered and awarded no later than 4:00 pm on Friday, April 8, 2022. All proposals must be valid for a 3-month period.

The following factors will be evaluated and scored before making a final selection. The percentage allocation of each factor is also provided.

RFP Checklist and Certificate	2%
Background and Experience	13%
Project Description	30%
System Implementation	20%
Additional Information	5%
Budget	30%

The following comprehensive description of each factor provides the materials that should be submitted for a complete proposal:

- A. RFP Checklist and Certificate. Complete a proposal checklist and sign the certificate.
- B. Background and Experience. Provide a brief summary of the history of your company, including the number of years it has been engaged in design-build services, number of employees, organization structure, and background of the principal personnel. Provide at least three (3) references from entities for which you have provided design-build services. Include the name, title, email, and telephone number of contact persons, as well as a brief description of the scope of each project.
- C. Project Description. Provide a written description of the proposed design-build, including but not limited to system features and functions, technical and support requirements, etc.
- D. System Implementation. Provide a proposed project plan and schedule for integration.
- E. Additional Product Information. Provide a brief description of each of the following:
 - a) A complete itemized list of equipment (with pricing)

- b) Training resources that will be available;
 - c) Ongoing maintenance and Support;
 - d) Implementation schedule, indicating the estimated number of days for each stage of implementation and for completion of the overall project; and
 - e) Describe the nature and level of involvement that you expect will be required from the County IT department during the implementation of the system and in ongoing operations.
- F. Project Budget. Provide a detailed cost proposal including equipment, labor, programming, etc.

4. Policy and Open Records

This Request for Proposals does not constitute a contract. The Dixie Convention Center reserves the right to accept or reject any proposal and may elect not to proceed with any proposal. No agreement with the Dixie Center is in effect until both parties have signed a contract.

Proposals will be subject to records requests under the Utah Government Records Access and Management Act. Questions about public access to the applicant's full proposal may be directed to the Washington County records management department pursuant to the Government Records Access and Management Act.

5. Selection Process

No proposal will be opened until after the submission deadline. The contents of the proposals will not be disclosed during the process of negotiation. The Dixie Convention Center may disclose to the public the names of those who have submitted proposals. A register of proposals, including name and proposal price, will be prepared and filed in the Office of the Washington County Commission and will be open for public inspection after the contract is awarded. Each proposal will be evaluated on the criteria outlined in the Proposal Submittal Procedure section. After an initial review and evaluation of each of the proposals, the firms submitting the most highly rated proposals may be asked to come in for further discussions prior to final selection. The Dixie Center reserves the right to award a contract without holding further discussions in the event the written proposals provide a clear preference on the basis of the criteria described.

Proposals will be accepted until **Monday, April 4, 2022, 11:00 am** at the Dixie Convention Center at St. George, 1835 Convention Center Drive St. George, UT 84770. Proposals may also be submitted by email with the subject line "DCC Exhibit Hall Sound Upgrade." to MiloH@DixieCenter.com. Questions regarding the proposal may be directed to:

Milo Hughes
Dixie Convention Center
(435) 628-7003
MiloH@DixieCenter.com

RFP CHECKLIST
Washington County Convention and Tourism Office
Request for Proposals: DCC Replacing the Existing Exhibit Hall
and Grand Concourse Sound Systems

Firm _____

Address _____ City _____ State _____ Zip _____

Phone (day) _____

Email _____ Website (optional) _____

To assure that your RFP is complete, please enclose the following items:

- RFP Checklist and Certificate
- Background and Experience
- Project Description
- Project Implementation
- Additional Product Information
- Project Budget

Certification

I certify that all statements made in regard to this proposal are true to the best of my knowledge under penalty of perjury. I acknowledge that the Washington County Convention and Tourism Office is not liable for loss or damage to work submitted.

Signature _____ Date _____

Deadline for Submission of Proposal: **Monday, April 4, 2022, at 11:00 a.m.**

Submit to: Dixie Center at St. George
Milo Hughes
1835 Convention Center Drive
St. George, UT 84790
(435) 628-7003
MiloH@DixieCenter.com

Speaker in Exhibit Hall



Row of Speakers in Exhibit Hall



Amp Rack in Sound and Light Booth.



Speaker in concourse.



AV Room with Amp Rack and the Biamp and Crestron systems

