

**BUSINESS OF THE CITY COUNCIL  
WINDSOR HEIGHTS, IOWA  
AGENDA STATEMENT**


Item No. 5a  
For Meeting of 5/5/08

**ITEM TITLE:** Consideration of approval of request for proposal for professional services related to audio and visual equipment to be utilized at the Colby Park Performance Pavilion.

**CONTACT PERSON(S):** Marketa George Oliver, City Administrator

**SUMMARY EXPLANATION**

Attached is a copy of the request for proposals for audio and visual equipment. We are utilizing the RFQ process so that the City can work closely with one, well-qualified and able contractor who can design and implement a sound and visual system at the park.

Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____
Funding Source _____ NA _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: center;"> City Administrator</div>

**STAFF RECOMMENDATION:** Approve Request For Qualifications

**COUNCIL ACTION:**



Windsor  
Heights  
*the heart of it all*

## City of Windsor Heights, Iowa

### Request for Qualifications (RFQ) Audio and Visual Equipment

#### **Purpose of this Request for Qualifications**

The City of Windsor Heights is seeking proposals from qualified firms or agencies to provide their expert advice in designing and purchasing a multi-use audio and visual system that will be utilized during both indoor and out performances and events. The City will give preference to local companies either in Windsor Heights or our surrounding communities. Preference will also be given to companies able to also sign a long term agreement for the operation of the equipment when needed.

#### **Submission of Proposals**

All proposals shall be submitted to:

City of Windsor Heights  
Audio and Visual RFQ  
1133 66<sup>th</sup> Street  
Windsor Heights, Iowa 50311

Interested firms should respond to this RFQ by May 16th, 2008 at 5:00 p.m.

#### **Administrative Guidance**

The information provided herein is intended to assist prospective firms in the preparation of proposals. The RFQ is designed to provide prospective firms with sufficient information to submit a proposal that will meet minimum requirements, but is not meant to limit the content of proposals. Interested firms are encouraged to expand upon the specifications relative to service capability under any agreement.

#### **Contact:**

For additional information, you can call or email Marketa Oliver, City Administrator at 279-3662 or [moliver@windsorheights.org](mailto:moliver@windsorheights.org).

## **Rights of the City**

This RFQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based solely on its discretion;
- Reject any and all proposals;
- Issue subsequent RFQ's;
- Postpone opening for its own convenience;
- Accept any offer other than the lowest offer.

## **Information to be Submitted**

A Statement of Qualifications shall be submitted and it must include the following information:

- Profile/credentials of the Proposing Firm/Entity
- Similar projects that have been worked on
- Summary of the Proposal
- Qualifications of the Firm
- An estimated costs of the sound and audio equipment.
- Service and Operational Plan
- Proposal Cost Sheets and Rates
- Long-term professional services proposal for equipment operation when needed at special events

**Additional information:** The City of Windsor Heights will be primarily using the visual equipment for the showing of outdoor movies during the summer at Colby Park. Please include in your proposal the approximate costs and equipment you would suggest to the City of Windsor Heights for use for outdoor movies, including, but not limited to, a projector and screen. The visual equipment should also be capable of being utilized indoors during the winter months. The audio equipment the City is interested in will be used primarily outdoors, but it must be portable because it might be used at different outdoor locations. This equipment will also be utilized during all seasonal weather. The audio equipment must be capable of covering a large area with concert quality sound and should utilize high quality subwoofers. Stage monitoring capabilities should be included. The audio equipment might be used for movies, concerts, speeches, plays, etc. Potential firms can visit the primary location of the use of the equipment by visiting the Colby Park Performance Pavilion at 6900 School Street in Windsor Heights.

The audio equipment will be used at the same venue, as well as other venues. The equipment therefore should be portable and expandable. The audio equipment may be used for a concert for 3,000 to 5,000 people or for a wedding with 100-150 people or for Music in the Park events, which attract around 300-500 people. The audio equipment may also be used to announce the July 4<sup>th</sup> parade, at Town Center events, and for other miscellaneous events throughout the city.