



**Audio/Video System Integration  
for 92Y Tribeca  
Request for Proposal (RFP)  
May 5, 2009**

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Please note: This RFP includes more than one document. In case of any conflict among the documents, the provisions of the government requirements, as set forth in the Consent to Comply with Government Requirements, would govern.



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**Overview**

**THE 92ND STREET Y HISTORY & MISSION**

Founded in 1874, the 92nd Street Y's mission is to promote individual and family development. As a community and cultural center, the Y seeks to create, provide, and disseminate programs of distinction that foster the physical and mental health of human beings throughout their lives, their educational and personal growth. The Y reaches people of diverse, racial, religious, ethnic, and economic backgrounds, meeting the needs of more than 300,000 people annually. Through the Y's eight program centers, adults and children engage in programs of art, music, dance, and writing; expand their minds through lectures, concerts, readings and classes in science, languages, and the humanities; hone their athletic skills through sports and aquatic activities; and stay healthy through fitness and wellness programs.

**THE 92ND STREET Y IN TRIBECA**

In 2008, the 92nd Street Y moved its acclaimed Makor® and Daytime@™ programs to Tribeca. The new address, at 200 Hudson Street, is in the heart of the burgeoning downtown neighborhood, at the intersection of Canal and Hudson Streets. The new space is 15,500 square feet with 15-foot-high ceilings in a ground floor location with store-front windows facing Hudson Street. The facility and the programs held there are branded 92Y Tribeca.

Programs at 92Y Tribeca range from classes of all kinds to cutting-edge music performances; contemporary art and photography exhibits; literary, theater and other spoken-word events; and screenings of independent and foreign films (see [www.92ytribeca.org](http://www.92ytribeca.org)). The new facility consists of several individual areas designed to accommodate the programming for which Makor was well known. These areas can be used independently or combined to create larger spaces. The space includes an interior music-performance space; a separate café fronting Hudson Street; a screening room with a large up-front area perfect for readings and other spoken-word programs; an expandable lecture room; and several classrooms, one of which will do double duty as an art gallery (there will also be gallery space throughout the facility).

**The History: An Overview of Makor + Daytime@**

Launched in 1999, Makor was created to provide opportunities for New Yorkers in their 20s and 30s to come together in an environment committed to cultural innovation, intellectual excellence and Jewish exploration. Among the authors, filmmakers and entertainers who appeared at Makor are the late Robert Altman and Sidney Pollack, Philip Seymour Hoffman, Tony Kushner, Steve Buscemi, Andrea Martin, Chico Hamilton, Nellie McKay, Matisyahu, and Norah Jones, who got her start at Makor.

The 92nd Street Y launched the ground-breaking Daytime@™ program in 2002 for

the growing number of baby boomers beginning to move out of the full-time workforce. With its mix of talks, classes, workshops, and leisure activities, Daytime@ offers these vibrant, independent adults a place to map out the next phase of their lives, to pursue new activities and long-held interests, and to meet others at the same stage of life.

## **Project**

*This project is made possible through a grant from the Lower Manhattan Development Corporation (LMDC) and the US Department of Housing and Urban Development (HUD)*

This RFP is for the integration of the turnkey video production system as fully outlined in the SMW Bid Specification Package.

In order to enhance the base AV systems currently installed at 92Y Tribeca, which have been designed for high quality live music, film, and multimedia presentations, we intend to purchase additional audio and video recording, production, and distribution systems that would enable us to offer our programs to a larger audience, beyond the four walls of the physical space. The proposed system design includes A/V capture, post-production and editing, storage, and dissemination equipment to allow us to more fully serve the public.

The video production system as designed for 92Y Tribeca will allow for interconnectivity between the various rooms in the building, with the anticipation of also connecting 92Y Tribeca with The 92nd Street Y's main location at 1395 Lexington as well as the world at large. The video production system is designed to allow us to easily and efficiently capture and share our lectures, concerts, classes and other programs, both live and on-demand, to people unable to attend the live programming, whether because of geographic location, scheduling difficulties, or other disabilities and limitations. Ideally all equipment can be operated at a basic level by non-technical staff from within the room where it is used, as well as operated by technical staff within master control.

## **Schedule**

|               |                          |
|---------------|--------------------------|
| May 5, 2009   | RFP posted online        |
| June 5, 2009  | Proposals due            |
| June 19, 2009 | Selected Bidder notified |

For the Bidders information the Owner intends to accept system turnover in the fall of this year.

## **Tax Exemption**

The 92nd Street Y is a Non Profit 501 (c) (3) organization. Our tax exemption status must be reflected in the pricing.

## **Financing**

Applicants must demonstrate fiscal responsibility as outlined in Section 2.1 of the Bid Specification. As the Bidder will be receiving HUD funds, all Applicants must complete a SBBQ form.

## **Instructions**

- Please review the requirements and schedule noted in this RFP
- Please e-mail any questions to Rob Badenoch of Shen Milsom Wilke, at [rbadenoch@smwinc.com](mailto:rbadenoch@smwinc.com), cc: Lisa Rosen, at [rosen@92y.org](mailto:rosen@92y.org). (Subject line: LMDC Proposal Question)

- Please complete all materials specified in the SMW Bid Specification Packet as well as the Lower Manhattan Development Corporation Standard Business Background Questionnaire (SBBQ). Review and sign the Consent to Comply with Government Requirements and Davis Bacon Provisions.
- Please also include a brief description and history of the company. Please include the following:
  - a. Company size.
  - b. Corporate ownership structure and Principals of the Company.
  - c. How many Full Time, and Part Time employees –Brief Profiles of management and supervisory teams.
  - d. Union affiliation(s).
- Please submit 2 copies of all materials via mail in a sealed envelope by the due date. Materials can also be submitted electronically as an email attachment, but paper and or disc versions should follow by mail. Submitted responses are to be returned, in a large sealed envelope with Part 6-Detailed Equipment List, which should contain all pricing information, included in a separate smaller envelope within the proposal envelope. ***PRICING INFORMATION SHOULD ONLY BE LISTED IN PART 6 WITHIN THE SMALLER ENVELOPE. NO PRICING INFORMATION SHOULD BE LISTED IN ANY OTHER LOCATION.*** Please label the smaller envelope “Sealed Bid” with your name and company information.
- All participating Bidder must honor all submitted pricing for ninety (90) days from the date of installation.

Please send to:

Lisa Rosen, Milstein Rosenthal Center  
 The 92nd Street Y  
 1395 Lexington Avenue  
 New York, NY 10128

### **Selection Criteria**

Proposals will be evaluated based on the quality of the proposal. Factors to be considered include:

- Whether the Bidder has completed similar projects and can provide excellent references to that effect;
- Whether the Bidder meets the criteria in SMW’s Bid Specification Package Section 2.1
- Whether the proposal completely and efficiently addresses the RFP;
- The comprehensiveness of the Bidder’s service and warranty policies
- The total sum cost of the proposal (including shipping costs to 200 Hudson Street, NY, NY, installation and warranties) as well as individual costs of equipment and non-equipment;
- Familiarity with HUD/CDBG grants preferred

Reasons for proposal disqualification: Not properly following instructions, not meeting the qualifications outlined above, or inability to comply with the Government Requirements.

### **All proposals must be submitted to:**

92nd Street Y  
 Attn: Lisa Rosen, Media Coordinator  
 Milstein/Rosenthal Center  
 1395 Lexington Avenue  
 New York, NY 10128  
 Lrosen@92y.org

Proposals must be received by June 5, 2009