



**Audio/Video System  
Design, Procurement and Installation  
for 92Y Tribeca  
Request for Proposal (RFP)**

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**Attachment 1-** List of archival formats, currently installed equipment and proposed equipment list

**Attachment 2-** Diagrams: There are 8 included diagrams of the space, including detailed information about the electrical and A/V wiring. The Master Control and Edit Mix rooms in the basement have been allocated for A/V equipment and staff

**Attachment 3-** Standard Business Background Questionnaire (SBBQ)



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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**

The 92nd Street Y is moving its acclaimed Makor® and Daytime@™ programs to Tribeca. The new address, at 200 Hudson Street, is in the heart of the burgeoning 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 will be branded 92Y Tribeca.

Programs at 92Y Tribeca will 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. The new facility consists of several individual areas designed to accommodate the programming for which Makor is 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 have appeared at Makor are Sidney Pollack, the late Robert Altman, 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 an integrated Audio/Visual system for 92Y Tribeca, including but not limited to the equipment described on pages 11-12 of Attachment 1.

In order to enhance the sound and video 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 digital asset management/distribution systems that would enable us to offer our programs to a larger audience, beyond the four walls of the physical space. The proposed list of equipment includes A/V capture, post-production and editing, storage, and dissemination equipment to allow us to more fully serve the public, as well as to digitize and preserve the programs as an extension of the 92nd Street Y's vast A/V archive, which extends back to 1949.

The ideal A/V solution for 92Y Tribeca will allow for interconnectivity between the various rooms in the building, as well as between 92Y Tribeca and the main location at 1395 Lexington. The A/V system should 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 (for instance, push-button control utilizing the Crestron system already installed in the space), as well as operated by technical staff within master control. While we understand that any system of this nature is bound to have ongoing expenses such as storage, maintenance, staffing, etc., any solutions that can minimize regular operating expenditures will be given preference.

The system must be capable of creating high-quality, archival standard audio and video master recordings of all new programming, as well as supporting analog and digital playback of all legacy formats in the Y's audio and video collection (see Attachment 1 for a list of the institution's archival formats) to facilitate archival quality digitization of our existing master recordings. The digital asset management system should be capable of tracking all workflow for ingest of new audio/video assets, transfer/digitization of archival recordings, transcoding to various access formats, and distribution of access copies to end users across a wide variety of platforms, including but not limited to HD/broadcast quality, physical media (optical audio or video disc), internet distribution formats (streaming and downloadable), and mobile/handheld.

Included in this RFP are supplemental materials to give background to the project: blueprints of the space, details on the equipment currently installed, a summary of our discussions regarding the types of equipment we envision in the A/V design, and a list of proposed equipment based upon those discussions. These documents are meant to guide the design of an integrated A/V system. The equipment list is not intended to be a comprehensive list of equipment, but a suggestion of the direction that the institution would like considered. In addition, an information session has been arranged for all parties interested in submitting a proposal. This session will include a walk-through of the location and Q&A session. **The information session is scheduled for June 2<sup>nd</sup> at 4:30 pm.**

*(Please note this proposal request is for the design, purchase and installation of hardware and software)*

## **Scope of Work**

The Project proposal includes supply of equipment, installation, integration, testing, and maintenance/support of the fully functional A/V System. The equipment must be scalable/reliable and be able to support audio, video and data sharing between multiple locations. The system should have latest audio & video codecs in order to provide the maximum quality achievable by any technology currently available in the market.

The facility has been wired for A/V on the ground floor (see Attachment 2 for diagrams). The Vendor is responsible for all additional wiring necessary for the system's function. Existing wiring conduits have additional capacity for cabling, so no further construction should be necessary to complete the installation. The Vendor should also ascertain that the proper electrical resources are available within the space for the system's function. Should additional construction or electrical resources be necessary, please specify.

## **Schedule**

May 23, 2008	RFP posted online
May 30, 2008	RSVP for information session
June 2, 2008	Information Session
June 18, 2008	Proposals due
Week of July 7th, 2008	Selected Vendor notified
September 15, 2008	System Installed

## **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 by submitting a current verified financial statement that details all fixed assets, and current and long-term liabilities. In addition, the applicant must document any available credit line, and provide the necessary information for possible verification by the Selection Committee. As the Vendor will be receiving HUD funds, all Applicants must complete a SBBQ form (Attachment 3).

## **Instructions**

- Please review the requirements and schedule noted in this RFP
- Please e-mail any questions to Lisa Rosen, Media Coordinator, at [lrosen@92y.org](mailto:lrosen@92y.org). (Subject line: LMDC Proposal Question)
- Please RSVP via email ([lrosen@92y.org](mailto:lrosen@92y.org)) by May 30<sup>th</sup> whether you plan to attend the information session on June 2<sup>nd</sup>.
- Please include 5 references, a company overview and company history in the proposal.
- Please include financial information as specified above.
- All proposals should include installation, configuration and warranty costs. All warranties should be for at least a 1 year term. If the manufacturer offers extended warranties for the equipment, please include the cost of standard warranty as well as costs for extending the warranty. The proposal should also include your company's warranty policy for service of all equipment.
- Please submit proposal via mail in a sealed envelope, or electronically as an email attachment, by the due date.
- All participating Vendors must honor all submitted pricing for thirty (30) days from the date of installation.

## **Quality and Service Requirements**

- All hardware and software must arrive without defect.
- Any shipping damage must be rectified within 24 hours.
- All materials must be shipped in boxes that are to be clearly marked 92Y Tribeca, 200 Hudson Street, New York, NY 10013.
- A packing slip must also be included which will include :
  - o Line item description
  - o Quantity ordered
  - o Quantity included in shipment
  - o Unit Price

## **Selection Criteria**

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

- Whether the Vendor has completed similar projects and can provide excellent references to that effect;
- Whether the proposal completely and efficiently addresses the RFP;
- Whether the proposed equipment is fully compatible with the equipment already purchased and installed in the space
- Approach, including: whether the proposal innovatively solves the particular challenges of the institution, its programming and the space (ex. the need for all spaces to be multi-use; the desire to control equipment from various locations within the space; a limited staff, requiring that equipment be simple to use; the challenge of communicating between the main location and this location; the need to distribute programs with limited existing bandwidth); whether the proposal presents a detailed and comprehensive A/V system
- 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;
- Familiarity with HUD/CDBG grants preferred

Reasons for proposal disqualification: Not properly following instructions or being able to meet the Quality and Service 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 18<sup>th</sup>, 2008