

**REQUEST FOR PROPOSALS FOR AUDIO VISUAL SERVICES
TO SUPPORT ARC’S CONNECTATL 2024 EVENT**

The **Atlanta Regional Commission** (ARC) is seeking proposals from eligible respondents to provide audio-visual production services, for an in-person event, which will be held Thursday, July 25, 2024 at the Georgia World Congress Center. ARC reserves the right to award the contract(s) to one or more contractors to meet the needs of the event. ARC anticipates selecting a contractor(s) in late May 2024. All post-event work must be completed by July 31, 2024. The successful company or team should be prepared to begin work immediately. ARC reserves the right to award all or part of the available funds for this project.

I. CLIENT AND EVENT PROFILE

ARC is a governmental organization which serves as a regional convener, bringing diverse stakeholders to the table to address the most important issues facing metro Atlanta with the ultimate mission of creating One Great Region. Additionally, ARC is responsible for developing and updating the Metropolitan Transportation Plan, a long-range blueprint that details the investments needed to ensure metro Atlanta’s future success and improve the region’s quality of life.

There have been many exciting and transformation technological changes in transportation and technology since ConnectATL last met in August 2022. ARC will share information about those advances, as well as tools, that will help local governments and their leaders be prepared for and take advantage of new transportation policies, funding opportunities, and technological advances.

II. SCOPE OF SERVICES

We envision a first-rate, one day, in-person event that is comprised of a networking, an exhibit, general assembly sessions and break-out sessions. The morning will primarily consist of plenary sessions. The afternoon will primarily consist of break-out sessions.

Please see attached Scope of Service and Exhibit C of this RFP for the tentative agenda.

Load in will take place on Wednesday, July 24 with time allowed between 4-6 pm for speaker rehearsals. All audio and visual components will be set and operational for this rehearsal.

Compensation for the services is not expected to exceed \$25,000.

It is ARC's preference to hire one company that will provide full audio visuals solutions to support the event. ARC will consider contracting with one prime audio/visual provider who works with qualified sub-contractors.

III. APPLICANT ELIGIBILITY

Individuals and organizations, whether for-profit or not-for-profit, having the appropriate experience and specific expertise necessary to carry out the duties and responsibilities outlined below are eligible. All proposers must have demonstrated similar project experience to be eligible for consideration. The Atlanta Regional Commission reserves the right to check all references furnished and consider the responses received in evaluating the proposals.

We are seeking to collaborate with an organization who has an outstanding track record of reliability and stellar customer service. We are interested in partnering with a company(s) that can meet the following criteria:

- 3+ Years in business
- Key staff, the project manager in particular, has 5+ years of experience
- Proven experience at this level of production

At a minimum, but not limited to, the selected firm will be required to adhere to the following:

- Required Certificates of Insurance
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964
- Completion of Debarment and E-verify forms.

IV. PROPOSAL REQUIREMENTS

Interested firms should submit a proposal that addresses the factors listed below and the Scope of Services. The Consultant must provide a detailed breakdown of the proposed budget in the format of Exhibit B-1.

Proposals shall not exceed a total of 40 pages (8.5 x 11) inclusive of resumes and firm experience. Covers, end sheets, budget exhibits, and an introductory letter shall not count against this maximum.

Firms must respond to this RFP with digital files. Proposal evaluations will focus initially on the written proposals. Should it be determined that further information is required, one or more firms may be asked to demonstrate their product's ability to meet the specific needs of this event. ARC reserves the right to award this contract or contracts based on initial proposals received without formal interviews.

Proposals must include the following to be considered responsive:

- 1) Company Information and Staffing including:
 - Legal name, mailing address, email address, phone, primary point of contact
 - Core technical competences of your company including a statement of your company's production philosophy
 - Biographies/qualifications of key staff members
- 2) Previous, Relevant Experiences:
 - Descriptions and images of your company's last 5 projects/events of a similar scale. Please call-out which services your organization was asked to provide
 - References of at least 3 previous client references within the last 3 years (with current contact information) who can attest to the quality of your company's work
- 3) Project Approach:
 - Description of technical approach for this project, and proposed schedule.
- 4) Cost Proposal:
 - Proposals must include a detailed estimated cost (all fees showcased as a line item) for all equipment and labor related to event execution.
 - The proposer is encouraged to propose charges that will be discounted as compared to the then-current market rates for comparable products and services available from other reputable providers.
 - Showcasing your services before this select group of potential customers can bring new business to your company. For this reason, priority may be given to any bid that includes complimentary services or reduced fees, in exchange for sponsorship status and/or trade outs.
- 5) Completed Contract Forms in Exhibit E:
 - Contractor/Vendor Information
 - E-Verify (Georgia Security and Immigration Compliance Act Affidavit)
 - Certification Regarding Debarment

V. SUBMITTING PROPOSALS

Interested proposers should submit an electronic copy of their proposal(s) to cmayerik@atlantaregional.org no later than **5:00 p.m. (EDT), Friday, May 31, 2024**. Your subject line should read: ConnectATL AV Proposal.

Technical questions should be submitted in writing to cmayerik@atlantaregional.org no later than 9 a.m. on Wednesday, May 15, 2024. Responses to those questions will be posted as received but no later than 5 p.m. on Friday, May 17, 2024 on ARC's website which can be found at: <https://atlantaregional.org/procurement/>

No exceptions will be allowed for the timeline/evaluation process.

Each proposal must state that it will remain valid for a minimum of ninety (90) days after the Submittal Deadline, to allow time for evaluation, selection, holidays, or unforeseen delays.

VI. TERMS AND CONDITIONS:

- a) ARC reserves the right to select for contract or for negotiations a proposal other than that with the lowest cost, reject any and all proposals or to make no award, and to waive minor irregularities in any proposal. ARC reserves the right to request clarification of information submitted and to request additional information from any proposer, and to negotiate any aspect of the proposal with any proposer and negotiate with more than one proposer at the same time.
- b) ARC reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal. The contract resulting from acceptance of a proposal by ARC shall be in a form supplied or approved by ARC and shall reflect the specifications in this RFP.
- c) ARC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the client's legal counsel.
- d) ARC will reserve the right to terminate the event upon the occurrence of any circumstance beyond the control of either party, such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, work stoppages, accidents, mandatory quarantines, pandemics, curfews, or other restrictions of movements, or civil disorder, to the extent that such circumstances make it illegal or impossible to continue the event.
- e) ARC shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VII. CONFLICT OF INTEREST AND CONFIDENTIALITY

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored. Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct. Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of the individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict. ARC's

Staff Legal Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

VIII. SELECTION CRITERIA AND PROCESS:

An ARC team will review and evaluate all properly submitted proposals that are received on or before the deadline. Proposals will be evaluated based on the following factors:

- a) Provider capabilities to satisfy the requirements of the request, demonstrated related experience and qualified staff (35%)
- b) Technical approach including proven ability to meet deadlines (35%)
- c) Cost Proposal (20%)
- d) References of the firm or project team including the customer service experience (10%)

EXHIBIT A
SCOPE OF SERVICES – AUDIO VISUAL PRODUCTION SERVICES

General: The work to be accomplished by the Consultant is in support of the following ARC Cost Center:

<u>Cost Center No.</u>	<u>Cost Center Title</u>
406ETC	ConnectATL

I. PURPOSE

The Atlanta Regional Commission (ARC) is seeking proposals from eligible respondents to provide audio-visual production services, for in-person event, which will be held Thursday, July 25, 2024 at the Georgia World Congress Center in Atlanta, GA.

ARC is a governmental organization which serves as a regional convener, bringing diverse stakeholders to the table to address the most important issues facing metro Atlanta with the ultimate mission of creating One Great Region. Additionally, ARC is responsible for developing and updating the Metropolitan Transportation Plan, a long-range blueprint that details the investments needed to ensure metro Atlanta’s future success and improve the region’s quality of life.

There have been many exciting and transformation technological changes in transportation and technology since ConnectATL last met in August 2022. ARC will share information about those advances, as well as tools, that will help local governments and their leaders be prepared for and take advantage of new transportation policies, funding opportunities, and technological advances.

II. STUDY AREA

The event will take place in [Building A, Level 4](#) at Georgia World Congress Center, Atlanta, GA

III. WORK SERVICES

It is ARC’s preference to hire one company that will provide the full array of audio visuals solutions to support the “main stage” and two break-out sessions. ARC will consider contracting with one prime audio/visual provider who works with qualified sub-contractors.

Of Note:

- *ARC uses the services of a contracted event planning company that provides a creative and technical producer.*
- *Client is not responsible for craft services for the AV Providers onsite personnel.*

A. Production operations and management: Weekly meetings with key staff in weeks leading up to event.

B. Technical rehearsal: With operational audio and video projection day prior to the event.

C. Labor:

1. Audio
2. Lighting
3. Video
4. Set-up, rehearsal and strike labor
5. Overtime labor fees

- D. **Rigging:** Include all associated rigging costs as defined by the required in-house AV provider
- E. **Audio, Visual, Stage Design and Lighting** (See photo in Exhibit D)

Main Ballroom (A411/A412)

Inclusive of but not limited to:

- **Stage:**
 - Approx. 8-12' x 24' x 24" Stage – *Provided by GWCC*
- **Design and Scenic**
 - Preferred provider to present proposed set design of drape and lighting with a possible center hung sign of the event logo.
 - Set up for keynote/emcee at a single lectern, offset. Set for panel discussion either center or offset on the opposite side of stage.
 - Basic scenic set elements with lighting and draping. The preferred provider will present proposed staging options to the ARC team 40 days prior to the event.
- **Audio:**
 - PA (sounds system) sufficient for 400 people
 - (8) Channels of wireless (inclusive of handhelds and lavalier mics)
 - Podium Mic(s)
 - (8 - 10) Hardwired and wireless comm for tech team and client team (stage managers and show producers)
 - Acrylic Podium. Provide dimensions for a podium to be affixed.
 - ISO audio recording to mp3 file(s) uploaded to client platform post event (Optional)
- **Video:**
 - (1-2) Projectors – HD DLP or equivalent - per room size and stage design
 - (2) Outboard screens
 - (2) camera - IMAG video of speakers
 - Video Switcher
 - (2) confidence monitor - (PPT presentations setup for current slides and notes)
 - Gfx and video playback systems
 - Perfect Cue - speaker presentations
 - Speaker timer
 - PGM and ISO video recording(s) delivered to client via hard drive or cloud-based storage link post event
- **Lighting:**
 - Basic lighting package to include sufficient stage wash and accent uplights

Break-Out Rooms (A402/403 and A404/405)

Inclusive of but not limited to:

- **Stage:**
 - 8x24 Riser (*provided by GWCC*)
- **Set design and decor:**
 - Grey or black Pipe and drape - *Color TBD*
- **Audio:**
 - Acrylic Podium - Provide dimensions for a podium to be affixed.
 - Power speakers

- 6 channels of wireless mics
 - Audio mixer
- **Video:**
 - Screen and projector
 - 1 camera
 - Video switcher
 - Graphics laptop
 - Record deck

IV. DELIVERABLES

1. A productive and staffed rehearsal offered on time with all necessary equipment operational.
2. A fully staffed, professionally delivered event.
3. State of the art equipment, all in working order and delivered to the venue on time.
4. Video and audio recordings of all sessions.

EXHIBIT B-1
PROPOSED PROJECT BUDGET

1. Direct Labor

Estimated Hours Rate/Hour Total Est. Cost

(List by position all professional personnel participating in project) Total Direct Labor

\$ _____

2. Overhead Cost

(OMB circulators A-87 and A-122) (Overhead percentage rate) X (Total Direct Labor) Total

Overhead \$ _____

3. Direct Costs or Services

(List other items and basis for computing cost for each. Examples include computer services, equipment, etc.) Total Other Direct Costs \$ _____

4. Subcontracts

(For each, list identity, purpose and rate) Total Subcontracts \$ _____

5. Profit (Percentage rate X basis) \$ _____

**EXHIBIT C
DRAFT RUN OF SHOW**

8:00 - 9:00 AM	REGISTRATION, EXHIBITOR VISITS & BREAKFAST
9:00 - 9:15 AM	WELCOME
9:15 - 9:45 AM	KEYNOTE ADDRESS:
9:45 - 10:15 AM	EXPERT PRESENTATION:
10:15 - 10:30 AM	EXHIBITOR VISITS & COFFEE
10:30 - 11:45 AM	PANEL DISCUSSION
11:45 - 12:00 PM	MORNING WRAP-UP & PRESENTING SPONSOR MESSAGE
12:00 - 1:00 PM	LUNCH, EXHIBITOR VISITS & NETWORKING
1:00 - 4:00 PM	ARC'S INFRASTRUCTURE INVESTMENT & JOBS ACT RESOURCE ROOM
BREAKOUT SESSIONS	
1:15 - 2:30 PM	1A.
1:15 - 2:30 PM	1B.
2:30 - 2:45 PM	NETWORKING & EXHIBITOR VISITS
2:45 - 4:00 PM	2A
	2B
4:00 PM	WRAP-UP

EXHIBIT D
ConnectATL 2024



Exhibit E
Contract Forms

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS AND LOBBYING**

**1. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED
TRANSACTIONS**

The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 49 CFR Part 29, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower-tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause have the meaning set forth in the Definitions and Coverage sections of rules implementing Executive Order 12549.

The prospective lower tier participant certifies that, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of its statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code (as implemented at 49 CFR Part 20), the applicant certifies that to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT

AWARD NUMBER and/or PROJECT NAME

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with the Atlanta Regional Commission has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Atlanta Regional Commission within five (5) business days after any subcontractor is retained to perform such service.

E-Verify User Identification Number

Date of Authorization

Company Name

BY: Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201__

Notary Public [NOTARY SEAL]
My Commission Expires: _____

CONTRACTOR/VENDOR INFORMATION

Legal name & address of
entity with which
ARC is to contract: _____

If different from above-
Legal name of Payee: _____
Payment Address: _____

(If additional addresses are needed, identify each and its purpose on the reverse of this page).

Legal entity status (please mark all that apply):
__ Corporation __ Partnership __ Individual __ Sole Proprietor
__ 501C3 __ 501C4 __ Other Non-profit (describe) _____
__ State Government __ County/Local Government
Other(describe): _____

(Federal) Employer Identification Number: _____
OR
Social Security Number (for an individual): _____

Is this contractor/vendor an attorney/law firm? YES _____ NO _____

Is this contractor/vendor debarred, suspended, ineligible or excluded from participation in federally funded projects? YES _____ NO _____

Is this contractor/vendor a:
Disadvantaged Business Enterprise under 49 CFR Part 26? YES _____ NO _____
Minority _____ or Women _____

If YES, attach a copy of current certification(s).

Is this contractor/vendor a Non-federal entity that expends \$500,000 or more in a year in Federal awards?
YES _____ NO _____

If so, attach a copy of most recent single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133.

Certified true and correct:

Name: _____
Title: _____

Signature: _____
Date: _____