

REQUEST FOR PROPOSALS (RFP)

Community Center Audio/Visual System Upgrade Project

Issued By:

North Highlands Recreation and Park District

6040 Watt Ave

North Highlands, CA 95660

RFP Issue Date: 03/02/2026

Proposal Due Date: 06/29/2026 – 12:00 PM

Project Location: 6040 Watt Ave, North Highlands, CA 95660

1. INTRODUCTION

The North Highlands Recreation and Park District (“District”) is soliciting proposals from qualified, licensed contractors to provide design, procurement, installation, and commissioning of an upgraded Audio/Visual (A/V) system at the District Community Center.

The intent of this project is to modernize the facility’s A/V capabilities to support public meetings, performances, community events, rentals, and multimedia presentations with reliable, high-quality sound and video.

This project may constitute a Public Works Project subject to compliance with applicable provisions of the California Labor Code, including prevailing wage and DIR requirements, if installation work qualifies under statute.

2. PROJECT OVERVIEW

The Community Center is an active public facility used for meetings, events, classes, and performances. Work must be coordinated to minimize disruption to scheduled programs and rentals.

The selected contractor shall provide all labor, materials, equipment, programming, configuration, mounting hardware, wiring, permits (if required), supervision, and incidentals necessary to deliver a fully operational A/V system.

The selected contractor shall comply with all applicable federal, state, and local regulations.

3. SCOPE OF WORK

The scope of work shall include, but is not limited to, the following:

A. System Design & Engineering

1. Conduct a site assessment of the Community Center.
2. Evaluate existing infrastructure (electrical, network, mounting conditions, acoustics).
3. Provide a complete system design including equipment list, signal flow diagrams, and layout drawings.
4. Submit design and product specifications for District review and approval prior to procurement.

B. Audio System Upgrade

1. Provide and install professional-grade loudspeakers suitable for room size and acoustics.
2. Provide and install digital mixer or DSP-based audio processing system.
3. Provide wireless and wired microphone systems (quantity to be proposed by contractor).
4. Provide wall plates, cabling, and connections for auxiliary inputs.
5. Ensure even sound coverage throughout the space.
6. Provide acoustic tuning and system optimization.

C. Video System Upgrade

1. Provide and install high-lumen projector(s) or large-format commercial display(s).
2. Provide projection screen(s) or mounting systems as required.
3. Provide video switching equipment to accommodate multiple inputs.
4. Ensure compatibility with laptops, streaming devices, and presentation systems.
5. Provide HDMI/USB-C connectivity at accessible locations.

D. Control System

1. Provide and install a user-friendly control interface (touch panel or wall-mounted controller).
2. Program system for simplified operation by non-technical staff.
3. Provide preset modes (e.g., Presentation, Movie, Meeting, Performance).

E. Infrastructure & Cabling

1. Install all required low-voltage wiring and conduit (if required).
2. Coordinate with District regarding electrical needs.
3. Conceal wiring where feasible to maintain professional appearance.
4. Patch and repair minor wall or ceiling penetrations caused by installation.

F. Testing, Commissioning & Training

1. Fully test and commission system prior to final acceptance.
2. Provide on-site staff training (minimum one training session).

3. Provide as-built drawings and system documentation.
4. Provide manufacturer warranties and installer warranty information.

4. PROJECT AREA

Primary installation area: Community Center Main Hall and Stage Area

Contractor is responsible for verifying field conditions and measurements prior to proposal submission.

5. SCHEDULE

- Mandatory Site Walk: Scheduled M–F, 9:00 AM – 2:00 PM (by appointment)
- Proposal Due Date: 06/29/2026 – 12:00 PM
- Anticipated Award Date: 08/03/2026
- Anticipated Start Date: ASAP following contract execution
- Substantial Completion: Four (4) weeks from Notice to Proceed

Contractor shall provide a detailed project schedule with their submission.

6. CONTRACTOR QUALIFICATIONS

Proposers must:

1. Hold a valid California Contractor's License (C-7 Low Voltage Systems Contractor or other appropriate classification).
2. Be currently registered with the California Department of Industrial Relations (DIR), if applicable.
3. Have a minimum of five (5) years of experience in commercial A/V system integration.
4. Provide at least three (3) references for similar public facility projects.
5. Provide proof of insurance, including:
 - General Liability
 - Workers' Compensation
 - Automobile Liability

Experience with community centers, performing arts spaces, or public meeting facilities is highly desirable.

7. SUBMITTAL REQUIREMENTS

Proposals shall include:

1. Company profile and relevant experience.
2. Proposed system design concept.
3. Equipment list with manufacturer and model numbers.
4. Project approach and methodology.

5. Proposed schedule.
6. Itemized cost proposal.
7. List of subcontractors (if applicable).
8. Contractor's License Number.
9. DIR Registration Number (if applicable).
10. Proof of insurance.

8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Technical approach and system design
- Relevant experience and qualifications
- Equipment quality and suitability
- Cost
- Schedule
- References

The North Highlands Recreation and Park District reserve the right to reject any or all proposals and to waive informalities.

9. WARRANTY

Contractor shall provide:

- Minimum one (1) year installation workmanship warranty
- Manufacturer warranties for all equipment
- Service response timeline for warranty issues

10. PUBLIC WORKS / PREVAILING WAGE AND DIR REQUIREMENTS

If installation work qualifies as Public Works under California Labor Code Sections 1720 et seq., the Contractor shall comply with all applicable prevailing wage and DIR registration requirements, including certified payroll reporting pursuant to Labor Code Section 1771.4.

The District will determine applicability prior to contract award.

11. QUESTIONS

All questions regarding this RFP must be submitted in writing to:

Kevin Kelly
Superintendent of Parks and Facilities
kevin@nhrrpd.org
(916) 332-7440