



City of Prescott  
Purchasing Services  
216 S. Marina St., Suite 202  
Prescott, AZ 86303-3929

Solicitation # 11EOH0017  
Request for Statement of Qualifications  
Elks Opera House Sound and Lighting Technicians

The City of Prescott, Arizona, requests Statements of Qualifications from qualified firms or individuals to provide sound and lighting services to clients at the Elks Opera House in Prescott, AZ.

Initial receipt of Statements of Qualifications shall be no later than Thursday, December 9, 2010 at 2:00 pm. These initial submittals shall be identified as 'Group 1' and shall have a hands-on testing date in the near future determined by the number of submittals. Statements received after 2:00 pm on the above stated date will be evaluated as 'Group 2' with a hands-on testing date to be determined.

Statements must conform to the scope of work available from Purchasing Services at 216 S. Marina St., Ste. 202, Prescott, AZ 86303-3929, by phone (928) 777-1203 (TDD: (928) 777-1100) or on the website at [www.prescott-az.gov/business/bids](http://www.prescott-az.gov/business/bids).

The City of Prescott reserves the right to reject any and all statements and the City assumes no liability for the cost of preparing a response to this solicitation. The envelope should be sealed, and the outside of the statement envelope shall indicate the name and address of the individual or firm, the closing date and time, and shall be addressed to the Purchasing Manager, City of Prescott, 201 S. Cortez Street, (or P.O. Box 2059, Zip Code 86302) Prescott, AZ 86303, and shall be marked: "RFQ: 11EOH0017 - Sound and Lighting Qualifications".

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**Scope of Work**

The City of Prescott (City) manages the daily operations of the historic Elks Opera House Theater (Elks). The theater has recently undergone a \$1M plus renovation and has been restored to its 1908 grandeur - but with 2010 lighting and sound upgrades.

Currently, private parties rent the theater for various events – business meetings, theatrical productions, wedding events, etc. Often these groups require the services of technicians qualified to operate the sound and/or lighting at the Elks.

It is the intent of the City to evaluate interested individuals/firms who would like to be deemed proficient on the Elks Opera House Theater sound and/or lighting systems and therefore, able to contract with private parties to utilize our equipment for their event. Failure to demonstrate competence on the Elks equipment shall be cause for denial of equipment usage.

**Statement of Qualification Requirements**

Individuals or firms shall submit a Statement of Qualification which details competence in the area(s) of expertise most applicable (sound, lighting or both) including current qualifications and previous experience with services of a similar nature, and demonstrated ability to provide the services.

**Elks Opera House Lighting System Description:**

- ETC Element Lighting Console
- ETC Sensor Dimmer Racks
- ETC Conventional Lighting Fixtures
- Martin Roboscan Automated Fixtures
- House Light Plot
- Overstage Electrics with Raceways flown from Pin Rail with Sandbag Counterweights
- F.O.H. Position Accessible from Ladder Only

Lighting Skills and Qualifications:

- Familiarity with modern (preferably ETC) lighting consoles and varied programming techniques, including programming for automated lighting.
- Ability to read and interpret lighting plots, paperwork, and magic sheets.
- Ability to hang, focus, and relamp fixtures.
- Ability to facilitate and maintain house light plot.
- Ability to perform basic fixture maintenance.
- Ability to adhere to industry standard practices and procedures.
- Ability to communicate and coordinate with clients, venue management, and other departments, and to resolve conflicts in a professional manner.
- Knowledge and understanding of DMX512 protocol.
- Ideal candidate will have a strong background in theatrical lighting (minimum associates degree or equivalent professional experience).
- Candidate will have ability to work independently, climb ladders, lift weights up to 100lbs and work safely with: electricity, rigging, at heights of up to 50'.

- Candidate will work to maintain and enhance the lighting system, house light plot, storage areas and expendable inventory.

### **Elks Opera House Sound System Description:**

- 1) Stereo three-way system consisting of (4) flown mid-high boxes and (2) single 18" floor subwoofers.
- 2) Crest HP8, 40 channels analog mixing console: Left / Right and Subwoofer sends plus, 10 Aux, 8 Groups and 2 Matrix outs.
- 3) (12) channels of Shure SLX wireless: (2) Hand held and (10) Belt pack w/ Countryman headsets.
- 4) (1) Lexicon stereo effects processor fed via (2) aux sends and returning on console channels for flexibility.
- 5) CD, DVD and iPod audio playback.
- 6) (3) stage monitor sends sent from Aux 1-3. Each stage box has Monitor 1 – 3 available.
- 7) (5) EV SX 100 sage monitors.
- 8) (1) 4 channel Ashly Protea Graphic equalizer routed to use with the stage monitor sends.

The console is wired directly without any patch bays used.

#### *Channel allocations:*

1-12 = Wireless 1 – 12

13 thru 36 are stage box assignments direct to console channels.

37 and 38 = Lexicon EFX return.

39 and 40 = CD

Stereo Return 1-2 = DVD

Stereo Return 3-4 = iPod

#### *Aux Send Allocations:*

1-3 = Monitor Sends 1-3.

4 = spare

5-6 = Lexicon sends

7-8 = spare

9 = Lobby send

10 = Green room send

### **Sound Skills and Qualifications:**

- 1) Live sound techniques
- 2) Gain structure
- 3) Signal flow
- 4) Proper Microphone techniques (what microphone to use for what application)
- 5) Wireless channel allocation and frequency matching
- 6) Pre and post fade use
- 7) Very familiar with all aspects of analog consoles and there feature uses
- 8) Talent interaction (very important!)
- 9) Understanding of all aspects of production and how to work with each part to the betterment of the whole.

### **Evaluation**

The City will appoint a Review Committee to evaluate the statements. Individuals or firms meeting the sills and qualifications noted above (either lighting, sound or both) shall be contacted to schedule a demonstration of their ability to operate the Elks system(s).

**Submittal Format and Evaluation**

Letter of Transmittal. A letter of transmittal shall accompany the Statement of Qualification and shall not exceed two (2) pages.

Statement of Qualification. The Statement of Qualification shall be limited to no more than five (5) pages, to include the following:

The address of individual or firm.

The name(s) of the individual(s) proposed for evaluation.

A brief description of similar services in which the individual(s) has been involved.

A brief resume of each individual(s) describing their experience and background.

Supplementary Information. Not more than two (2) pages of supplementary information may be appended to the Statement and may include certificates, photos and additional resumes.

Evaluation. The evaluation of all Statements of Qualifications received shall be based on the criteria indicated above.