Solution Specifications – Audio Visual Enhancements

April 14, 2013

Background

The Hudson United Methodist Church has been serving the community of Hudson, Ohio for nearly 50 years. The church is currently seeking proposals for an installed audio/visual solution that we believe will improve communication and enhance the functionality of our sanctuary during worship services, ceremonies, special programs, conferences, etc. The purpose of this document is to outline the requirements for the various components that are to be included as part of this solution.

The solution components have been prioritized in the following order:

1. Video projection and digital signage
2. Sound enhancements
3. Lighting
4. Video Camera(s)

Detailed specifications for each of the solution components are outlined below. The committee is targeting to have the bids received in April 2013 and for the solution to be installed in June 2013.

Success Criteria

The winning proposal will likely represent a solution that:

- represents solid value for the money
- utilizes high quality components from reputable manufacturers
- is designed and installed in a way that blends into the aesthetics of the Sanctuary while overcoming lighting and acoustical challenges
- fulfills requirements
- leverages existing equipment where it makes sense to do so.
- provides expandability as needs and technology changes
- is simple and easy to use
- includes an installation process that allows for continued use of the Sanctuary for Sunday worship
- includes provisions for documentation, training, support, and on-going service

The vendor providing the winning bid will demonstrate technical expertise, have solid references for similar types of installations, and be able demonstrate proof of current liability and workers’ compensation coverage. Vendors will obtain all necessary permits required by the City of Hudson or Summit County ordinances. Vendors may be invited to attend a meeting to answer questions regarding the proposal and/or to help the team better visualize what the installed
solution will look like and discuss any alternatives. Updated proposals based on the outcome of these discussions will be required prior to making a final award of the contract.

**Response Guidelines**

Vendors should be specific as possible regarding manufacturers, model numbers, dimensions, warranty, and technical specifications of the equipment that they are recommending. Time required from acceptance of the proposal to installation of the equipment should be outlined in the response. Vendors are asked to describe specific activities that they will complete to install and configure the solution. Quoted costs should be inclusive of all equipment, materials, and labor required. Response should outline payment terms and any equipment, materials, or services that Hudson United Methodist Church is expected to provide in support of the end solution and the installation and training process. We desire to have prices outlined in a way such that if available funds do not permit addressing all of our priorities, we can see the total cost for each priority so that we can make an effective decision regarding any near-term concessions that need to be made.

Information on the timeframes and process for training and installation would be extremely valuable to provide. Drawings or mock-ups would be very helpful. Please outline any time periods where the Sanctuary may not be usable due to installation construction.

To facilitate the comparison of vendor proposals to this specification, we would appreciate it if response information could follow a similar structure as the detailed specifications below. Specifically point out if certain requirements are not going to be fulfilled.

**Decision**

The winning proposal will be selected via the project team. Members of the project team include the Senior Pastor, Project Manager, several Lay Leaders, members of the Trustees Committee, and several church staff members. The proposal award decision made by this committee will be considered final at the time it is made.

**Old Equipment, Clean-up, and Damages**

Any prior audio or visual equipment that is no longer used as part of the new solution remains the property of Hudson United Methodist Church. Vendor will be responsible for cleaning up debris or repairing any damages resulting from the installation process.

**Primary Contact**

Proposal questions should be addressed to Bill Centrello, the Project Manager for the project.

bcentrel@gmail.com

(216) 408-0690

Hudson United Methodist Church

2600 Hudson-Aurora Rd., Hudson, Ohio 44236
Detailed Specifications

Below are the detailed specifications for the desired audio-visual solution:

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Video and Digital Signage Specifications

Sanctuary Front

- 2 screens are required in the front of the Sanctuary. Screens should be large enough for presentation text to be seen from the last pew in the Sanctuary. Screens should have a proper backing to prevent window light from coming through the screen and have enough leader to ensure that the display area of the screen is at the proper viewing height. Screens should be electronically retractable with both automatic triggers and manual controls. Screen motors should be very quiet, so that raising and lowering screens during worship services is not distracting. Projectors to support the screens should have long-throw lenses and sufficient brightness to overcome ambient light coming from the many windows in the Sanctuary.
- Screen and projector framing and molding should be considered.

Sanctuary Rear

- A video display or projection unit should available in the back of the Sanctuary for viewing by speakers and musicians standing on the stage facing the congregation.

Christian Activities Center (CAC)

- It would be nice if the solution would support the future expansion of speakers, screen, and projection into our Christian Activities Center. This work is likely not to be done at this time due to cost constraints.

Digital signage

- A premise-based digital signage solution is desired.
- Two color digital-signage grade LCD displays will be installed, one on the wall next to the church office and one by the entrance to the Sanctuary. Display size should be at least 42”.
- Future extensibility to add up to two additional screens in the north wing of the church is desired.
- Digital signage content should be viewable on the Sanctuary front and rear screens
- It would be nice if the digital signage screens could display either the signage information or the audio/visual from the sanctuary camera and sound board.
- It would be nice if there were 2 portable displays on a stand to enhance viewing in the overflow areas if needed.

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Audio Specifications

- A digital sound board with programmable pre-sets and tamper-proof settings is needed to simplify operations. The sound board must support a minimum of 24 channels.
- Access rights should be established to support varying degrees of control. A backup of settings is needed.
- Settings should be controllable via a graphical user interface (PC, iPad, etc.)
- A loudspeaker system is needed that is able to direct sound away from walls and ceilings
Two compact wall-mounted speakers will be required to deliver sound to the overflow areas. Each speaker must have a volume control. The sound board must be configured to delay sound coming to these speakers to minimize echo.

8 additional wireless microphones are needed to augment our existing devices. All microphones should be usable simultaneously and will have the quality needed to support use for both speaking and singing.

Our existing wireless microphone, lapel microphone, and assisted hearing devices are still needed.

2 monitors are needed for performers so that they can hear themselves while singing.

The solution needs to be able to output audio to a digital file that can be later burned to DVD or uploaded to the web.

Provide future flexibility to add speakers in other parts of the church.

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**Lighting specifications**

- LED lighting should illuminate key areas of the stage including the front of stage, pulpit, altar area, cross, piano, and choir area.
- Lighting levels and colors should be controllable via equipment in the sound booth.
- Lighting settings should be pre-programmed.

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**Control specifications**

- To enable ease of use, we desire a central interface to control the systems associated with audio, visual, lighting, and video cameras. Switching device inputs should be very easy to do via a central, universal remote or screen.
- In addition to music and speech, it is desired to have the ability to use and move between the following media types: web, PowerPoint, DVD, CD, photos, MP3, etc.
- The following inputs will be needed, iPod/iPhone traditional, VGA, HDMI, headphone jack.
- Ideally, connections would be located both in the sound booth and at the podium. In order to minimize connections, use of adapter cables (iPad/HDMI) would be considered an acceptable alternative.
- PowerPoint presentations should be controllable from the podium via an RF remote.
- The sound board technician should be able to see what he is about to queue up while the rest of the congregation sees a different image on the screens.

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**Video camera specifications**

- The camera(s) should be able to have remote zoom control to either pan the congregation or zoom up to the altar.
- The camera(s) image should be visible from the sound booth. The sound technician should be able to remotely stop and start recording, control camera direction, and zoom in and out.
- The recorded image should be saved to a file that could be burned to a DVD or uploaded to the web.