



Request for Quote / Proposal

Theater Projection System

April 2025

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## Background

The Connecticut Science Center opened its doors in Hartford, Connecticut, in 2009. As a premier family and educational destination, the Science Center features more than 165 hands-on exhibits, a 3D digital theater, an immersive *Butterfly Encounter*, and outdoor *Science Plaza*, a stunning sixth-floor *Rooftop Garden*, four educational classroom style labs, plus daily LIVE science programs and a range of special events, and endless ways for children, teens, and adults to explore science.

Welcoming five million visitors since opening, the Connecticut Science Center is committed to educating visitors from around the globe. With an attraction of this magnitude, exhibits rivaling the most unique in the world, programs with the potential to become national models, partnerships with a range of educational organizations, and involvement from global business leaders and benefactors, the Science Center is Connecticut's premier destination for informal science learning and is well on its way to becoming the state's foremost Science, Technology, Engineering and Mathematics (STEM) resource.

## Purpose

The Connecticut Science Center is dedicated to inspiring lifelong learning through interactive and innovative experiences that explore our changing world through science. We strive to be a pillar of Connecticut and a beacon for science. To accomplish this, we need to be the trusted cultural treasure of Connecticut, an educational destination and a resource that contributes to quality of life, a promoter of Connecticut's culture and standing as a place of innovation, and a generator of opportunity and economic activity. We want to empower people to make the world better by inspiring them to respect and use science and technology to improve the world around them, spark people of all ages and backgrounds to see themselves in STEM learning, action and careers, support schools and teachers to strengthen STEM education, and become an independent source for science exploration.

## Project Summary & Deliverables

The Connecticut Science Center seeks to engage a Contractor to design, procure and install a new Theater System for the projection of 2D and 3D movies and update a satellite kiosk to enable the projection of any visualization program, support external presentations, and interface with streaming services. The project includes the selection of a state-of-the-art projector, lens, server, and audio processor for a 202-seat stadium-style Theater located inside the Connecticut Science Center. Updates to the current screen and audio speakers will be based on the requirements and functionality of the selected equipment. The project must include an automation system with a daily programmable option for regularly scheduled movies, movie trailers, and preshow slides, a light dimmer solution, the removal of the existing equipment, and the installation and integration of all equipment.

The Theater is accessed on the Lobby level and offers daily movies, facilitated stage programs, and is used as an event space for performances, lectures, and presentations. The equipment must have the capability to respond to the fire safety and lighting systems requirements in the event of an emergency.

## Project Timeline

The timeline will be determined in consultation with the selected Contractor with a completion date of September 2025. We will look to the selected Contractor to inform the best system for the multi-use space.

## Request for Proposal Process

The request for proposal (RFP) process will work as follows:

1. RFP will be posted to the Connecticut Science center website <https://ctsciencecenter.org/about/rfp/>
2. A copy of the RFP can also be obtained electronically by emailing Patty Faulds, Vice President of Programs & Visitor Experience at [pfaulds@ctsciencecenter.org](mailto:pfaulds@ctsciencecenter.org)
3. RFP will officially open for bids 12:00pm/Noon/EST on May 1, 2025, and will remain open for bids until 5:00pm/Est on May 22, 2025.
4. Questions about this RFP will be accepted until 12:00pm/Noon/Est on May 15, 2025, and must be submitted in writing to Patty Faulds. All questions and corresponding answers will be posted to the RFP page on the Science Center's website <https://ctsciencecenter.org/about/rfp/> for all potential bidders to review. The Connecticut Science Center is not responsible for any emails that are rejected, lost or undelivered.
5. Any updates or changes to this RFP will be posted to the RFP page on the Science Center's website. Any potential bidder is responsible for monitoring this page for updates until the proposal deadline.
6. Interested bidders must notify their intent to submit a proposal to Patty Faulds, Vice President of Programs & Visitor Experience at [pfaulds@ctsciencecenter.org](mailto:pfaulds@ctsciencecenter.org) by May 12, 2025 to schedule a site visit.
7. A pre-proposal site visit will be scheduled individually for all potential bidders to tour the building, ask follow-up questions, or glean more insight into the scope of the project.
8. All bid proposals are due in full by 5:00pm/EST on May 22, 2025. Any proposals received after the deadline will not be considered.
9. After the RFP process closes, the Connecticut Science Center will review all proposals submitted based on the "Proposal Guidelines & Evaluation" criteria outlined in this RFP and will invite selected companies to participate in an interview and presentation. Following the interview/presentation period the Science Center will select a company to proceed with and award the project to.
10. All bids should be sent directly to the contact below either electronically or by mail (or both). If sending a hard-copy proposal, please also include a thumb drive with the electronic copy as well. All bids, regardless of how they are being delivered, must be received by 5:00pm/EST on May 22, 2025. The Connecticut Science Center is not responsible for any mailed or emailed proposals that are rejected, lost, or undelivered.

Patty Faulds  
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Connecticut Science Center  
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Hartford, CT 06103  
[pfaulds@ctsciencecenter.org](mailto:pfaulds@ctsciencecenter.org)

## Proposal Guidelines & Evaluation

All bid proposals are due in full by 5:00pm/EST on May 22, 2025. Any proposals received after will not be considered. The proposal must contain the signature of a duly authorized officer or agent of the company

submitting the proposal. The price you quote should be all inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name and address of any subcontractors. The Science Center will not refuse a proposal based upon the use of subcontractors but does retain the right to refuse the subcontractors you have selected.

### **Evaluation of Proposals**

The Connecticut Science Center will focus its evaluation of all proposals based on the following criteria in addition to other requirements as outlined in this RFP document.

1. Overall proposal suitability: proposed solution(s) must meet the scope, requirements and needs included herein and be presented in a clear and organized manner.
2. Organizational experience: Bidders will be evaluated on their overall experience pertaining to this project's scope.
3. Previous work: Bidders will be evaluated on their knowledge of and demonstrated work experience.
4. Value and Cost: Bidders will be evaluated on the proposed cost of their solution(s) based on the work to be performed in accordance with this project's scope. The lowest bidder may not necessarily prevail as we are ultimately looking for the most qualified bidder that can clearly demonstrate technical ability and previous experience to complete a job of this scope and scale.
5. Technical expertise and experience: Bidders must provide detailed descriptions and documentation of staff technical expertise and experience that directly relates to the scope, requirements, and needs included herein. This includes being able to demonstrate examples of previous experience working with integrated fire and safety systems.

### **Proposer Experience and Qualifications**

Each Proposer submitting a proposal should include, but not be limited to, the following information:

- The name of the Proposer and its location
- A brief history of the Proposer and the services offered.
- Must have at least five (5) years' experience in the design, configuration, implementation, installation, testing, training, and supporting comprehensive and integrated Theater/projection systems.
- Demonstrate technical capabilities and ability to perform the required services in a timely manner.
- Illustrate how and when consultation with the Science Center will be done to provide the best implementation process possible.
- The name of at least three (3) clients who may be contacted for references.
- Indicate the present level of professional and general liability or other insurance coverage.
- Include any other information that would aid in the evaluation of the Proposal.

- The Science Center reserves the right to request additional information, which, in its sole opinion, is necessary to assure the Proposer's competence.

## Information Required

- Describe your company's background, services, size, and history as these factors are relevant to the work.
- Describe your company's staffing and approach to this project.
- Provide a detailed description of your proposed process for the performance of the services.
- Describe your team's experience performing similar work for large clients.
- Identify the person who will be the lead project manager and primary contact for this project and any other person you identify as "key" participants on the project development team.
- Identify any subcontractors (name and business address) you intend to use for this engagement and describe the services to be performed by each subcontractor.
- Provide at least three (3) client references for whom your company performed similar work as requested by this RFP.

## Questions & Information Sought Relating to Proposer's Firm and Eligibility

- Within the past three (3) years, have there been any significant developments in your company such as changes in ownership or restructuring? Do you anticipate any significant changes soon? If so, please describe.
- Is there any potential conflict of interest issues posed by your company's performance of the work on behalf of the Connecticut Science Center?
- Has your company or any of your company's partners/employees been disciplined or censured by any regulatory body within the last five (5) years? If so, please describe the relevant facts.
- Within the last five (5) years, has your company, or a partner or employee of the company, been involved in litigation or other legal proceedings relating to the provision of professional services? If so, please provide an explanation and the current status or disposition of the matter.
- In the past five (5) years, have any clients terminated their working relationship with your company? If so, please provide a brief statement of reasons.

## Waiver

By submitting a proposal, the Proposer agrees to waive any claim it has, or may have, against the Science Center and its agents, representative, or employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal document or the contract documents; acceptance or rejection of any proposals; and award of the contract.

## Withdrawal of Proposal

A request to withdraw a proposal must be made in writing and filed with the Connecticut Science Center.

## Non-Responsive Proposals

Any Proposer that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

## Rejection of Proposals

The Connecticut Science Center reserves the right to (a) terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The Science Center further reserves the right to conduct a pre-award survey of any Proposer under consideration to confirm any of the information furnished by the Proposer or to require other evidence of managerial, financial, technical, or other capabilities, the positive establishment of which is determined by the Science Center to be necessary for the successful performance of the contract. The Connecticut Science Center further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

## Non-Discrimination

The selected Proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, gender, marital status, age, medical condition, pregnancy, disability, or any other prohibited basis.

## Terms and Conditions

The Connecticut Science Center will negotiate contract terms upon selection, and a project will be awarded upon signing of a letter of intent or agreement/contract, which outlines terms, scopes, budget, and other necessary items. The provision of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

This request for proposal is subject to the rights reserved by the Science Center, included, but not limited to the Science Center's right to:

- Withdraw and/or cancel this RFP at any time before the final award of the contract.
- Request clarification and/or additional information from any or all Proposers.
- Amend any term or requirement of this RFP at any time before the award of a contract (Proposers may amend their Proposals, as directed by the Science Center if the Science Center materially alters or amends the RFP after submission of the Proposals).
- Alter any key dates or deadlines to this RFP.
- Award the work, in whole or in part, to one or more Proposers with or without interviews or negotiations.
- Reject any proposal that does not strictly conform to the requirements of this RFP.
- Conduct an interview with any, all or none of the Proposers to aid the evaluation process.
- Negotiate potential contract terms with any Proposer.

The Connecticut Science Center is not liable or responsible in any way for any expenses incurred in the preparation of a Proposal in response to this RFP.

## Estimated Budget

This will be a fixed price, lump-sum contract, with no estimated budget at this time. The Science Center is exempt from federal, state, and local taxes. In the event any taxes are imposed on the goods or services purchased, the Science Center will not be responsible for payment of such taxes.

## Pricing

Be a lump sum purchase price inclusive of Design, Hardware Requirements, Software Requirements, and installation.

Finished area will include and updated projection system, screen (if determined to be a requirement), satellite kiosk components.

## Goals & Objectives

The Proposer will procure, design, install, program, configure, test and train all aspects of the projection system. The system should include interface with fire and lighting system.

The system should be scalable allowing expansion as the future needs of the Science Center change and are more defined in the following sections.

Proposers will be responsible for providing specific functionality for specific parts of the project.

Proposers must provide all materials, hardware, software, fabrication, installation, programming, testing, and training necessary.

The Proposer shall provide written documentation and specific instructions for the system installed.

The Proposer shall be responsible for fully implementing the functions described in this document.

The Proposer shall be fully certified by the software vendor to sell, install, and maintain all system components required.

Any quantities listed throughout this RFP are estimates only and must be used as the basis for the Proposers proposal response. The actual quantities may vary with changes to the quantities accommodated in pricing.