REQUEST FOR PROPOSALS

AUDIO, LIGHTING, VIDEO AND LED VIDEO WALL CONSULTATION AND DESIGN SERVICES

GREATER WORKS FAMILY LIFE CENTER

PAUL S. MORTON SCHOLARSHIP FOUNDATION FULL GOSPEL BAPTIST CHURCH
2308 South Liberty Street
New Orleans, Louisiana 70118

RFP No.: ***20263111***

ISSUE DATE: ***Monday, November 2, 2026***

PROPOSAL DUE DATE/TIME: ***Friday, December 4, 2026, 3:00 PM CST***

1. REQUEST FOR PROPOSALS

Paul S. Morton Scholarship Foundation (PSMSF) invites qualified firms to submit technical and price proposals for professional audio, lighting, video and LED video wall consultation and design services for the Greater Works Family Life Center.

The intent of this RFP is to select a firm based on a best-value evaluation of demonstrated qualifications, relevant experience, technical approach, capacity to perform the work, and proposed price. The selected firm's final scope, schedule, price, and contractual terms will be incorporated into the resulting professional services agreement.

Firms shall identify all proposed subcontractors and specialty consultants. The proposal shall clearly distinguish services to be performed by the prime consultant from those to be performed by subcontractors.

2. PROCUREMENT SCHEDULE

MILESTONE	DATE / TIME
RFP Issued	Monday, Nov. 2, 2026
Deadline for Questions	Monday, Nov. 23, 2026
Responses/Addenda Issued	Friday, Nov. 27, 2026
Proposal Due	Friday, Dec. 4, 2026
Interviews, if required	Friday, Dec. 18, 2026
Anticipated Selection	Tuesday, Jan. 19, 2027
Notice to Proceed	Tuesday, Feb. 2, 2027

3. PROPOSAL SUBMISSION REQUIREMENTS

Proposals should be transmitted electronically to:

MCDS, LLC
Attn: Courtney Elzey
Email: procurement@mcdsllc.com

The subject line should read: **Greater Works A/V RFP Response – [Firm Name]**

Hard copies of your proposals are also permitted. They can be delivered or mailed in a sealed envelope to the following address:

MCDS, LLC
Attn: Greater Works A/V RFP Response, RFP No. #*20263111*
330 Oak Harbor Blvd STE B
Slidell, LA 70458

All submissions must be received by the required deadline. Late submissions will not be considered.

Questions and Clarifications

Questions regarding this RFP must be submitted electronically to the contact identified above no later than the deadline stated in the Schedule of Events.

Each question should identify the specific section, subsection, or requirement of the RFP to which it relates and should be stated with sufficient clarity to permit a complete response. Questions submitted through other methods or received after the established deadline may not be considered.

To promote fairness and consistency, any clarification or revision that materially affects the RFP may be issued through a formal addendum.

PSMSF reserves the right to determine whether a question warrants a response and whether any response requires clarification or modification of the RFP.

Each proposal shall contain a Technical Proposal and a Price Proposal.

1. Executive Summary - maximum two pages describing the firm's understanding of the project, relevant expertise, resources, and proposed approach.
2. Firm and Team Qualifications - qualifications of the prime consultant, proposed subcontractors, project manager, and key personnel.
3. Relevant Experience - recent comparable audio, lighting, video, LED, worship, assembly, performance, conference, community, or multipurpose facility projects, including at least three references.
4. Technical Approach - methodology for requirements confirmation, system design, interdisciplinary coordination, quality control, Owner reviews, procurement support, programming, commissioning, and training.
5. Capacity and Schedule - staffing plan, availability, anticipated meetings/site visits, and proposed design schedule.
6. Exceptions and Assumptions - all material assumptions, exclusions, qualifications, or exceptions to this RFP.
7. Price Proposal - completed pricing schedules in Attachments A & B, including the base lump-sum or not-to-exceed price, optional services, reimbursables, and hourly rates for authorized additional services.

4. EVALUATION AND SELECTION

PSMSF will evaluate responsive proposals using the criteria below. The technical and price factors are intended to support a best-value selection rather than an award based solely on lowest price.

Evaluation Factor	Points	Basis
Recent firm and key personnel experience	25	Relevant and successful performance on projects of similar scope and complexity.
Qualifications of firm and key staff	20	Professional and technical qualifications of personnel proposed for the work.
Technical approach and understanding	20	Understanding of project requirements, design methodology, coordination, quality control, and proposed deliverables.
Capacity, capability and schedule	15	Ability to staff and complete the work within the project schedule and coordinate with the overall project team.
Price / cost proposal	20	Reasonableness, completeness, transparency, and overall value of the proposed price for the required scope.

Total: 100 points.

PSMSF may conduct interviews, request written clarifications, check references, and/or request a best and final offer from one or more firms before selection. PSMSF reserves the right to negotiate scope and price with the highest-ranked proposer and, if agreement cannot be reached, to discontinue negotiations and proceed with another proposer.

5. SCOPE OF WORK

5.1 Project Overview

The selected Consultant shall provide consultation and complete coordinated design services for the Greater Works Family Life Center's audio, lighting, video, and LED video wall systems. The design shall establish equipment, infrastructure, power, cabling, controls, programming, installation, testing, commissioning, and training requirements sufficient to support competitive procurement and implementation.

5.2 Project Coordination

- Participate in project kickoff and design coordination meetings.
- Coordinate with PSMSF and, as applicable, the architect, engineers, construction manager, general contractor, subcontractors, vendors, and other project representatives.
- Review available architectural, electrical, structural, technology, and other relevant construction documents.
- Identify required electrical service, circuits, cooling, structural support, mounting, pathways, conduit, network/data, equipment-room, control-location, access, and maintenance requirements.
- Participate in Owner design reviews and incorporate authorized comments.
- Provide general technical consultation and recommendations throughout design.

5.3 Audio System Design

Develop the facility's audio and sound reinforcement system design, including as applicable main and distributed loudspeakers, subwoofers, stage monitoring, mixing consoles, digital signal processing, amplification, wired and wireless microphones, input/output infrastructure, equipment racks, audio distribution, recording/playback, streaming interfaces, controls, cabling, terminations, power, and supporting infrastructure.

5.4 Lighting System Design

Develop performance, production, presentation, and specialty lighting system designs, including fixtures, lighting positions, mounting requirements, control consoles, dimming/control systems, DMX or other control/data distribution, power distribution, control locations, equipment interfaces, cabling, programming requirements, and supporting electrical and structural requirements.

5.5 Video System Design

Develop video production, presentation, distribution, and display system designs, including cameras and camera positions, switching, routing, production equipment, displays, recording, streaming/broadcast interfaces, signal conversion/processing, equipment racks, controls, cabling, network connectivity, power, and integration with audio and LED systems.

5.6 LED Video Wall System Design

Develop LED video wall system designs addressing display size/configuration, resolution, pixel pitch, viewing distances, brightness, processing/controllers, signal distribution, mounting/structural requirements, maintenance access, electrical loads, power distribution, data/cabling, cooling, and integration with video production and control systems.

5.7 Design Documents

Prepare a coordinated, procurement-ready design package including:

- Audio, lighting, video, and LED system drawings showing major equipment and locations.
- System riser diagrams showing component relationships, signal flow, power, and cable requirements.

- Equipment rack layouts, mounting/support requirements, and infrastructure requirements, where applicable.
- Control and programming requirements and interfaces with other building systems.
- Other details reasonably necessary to permit accurate competitive pricing and installation.

The Consultant shall identify the electronic drawing/source-file formats to be delivered.

5.8 Equipment Schedule and Bill of Materials

Prepare a comprehensive Bill of Materials (BOM) identifying equipment description, manufacturer, model/catalog number, quantity, major accessories, mounting hardware, major cabling/connectivity components, and other information necessary for competitive pricing.

Where practicable, the design shall avoid unnecessary proprietary restrictions and permit equivalent equipment providing comparable functionality and performance. Any equipment for which substitution would materially affect compatibility or performance shall be clearly identified and technically justified.

5.9 Programming, Commissioning and Training

Define requirements for system configuration, control programming, equipment setup, testing, commissioning, performance verification, acceptance testing, Owner/operator training, and delivery of final configuration/programming files. The proposer shall clearly identify which of these services are included in the Base Price and which, if any, are offered as optional services.

5.10 Design Reviews

Provide interim submissions for Owner review, anticipated to include requirements confirmation, preliminary design, draft design/BOM review, and final design. The Consultant shall participate in review meetings and address authorized comments.

5.11 Construction and Installation Support

The proposer shall identify construction-phase support included in the Base Price and separately price optional services, as applicable, including responses to RFIs, review of substitutions/shop drawings/product data, construction coordination meetings, site observations, conformance review, testing/commissioning assistance, and final acceptance.

6. DELIVERABLES

- Final coordinated audio system design.
- Final coordinated lighting system design.
- Final coordinated video system design.
- Final coordinated LED video wall system design.
- System riser diagrams and equipment layouts.
- Power, cabling, network, mounting, and infrastructure requirements.
- Bill of Materials and equipment schedules.
- Programming, commissioning, testing, and training requirements.
- Final PDF drawing/specification package.
- Electronic/source design files in the format identified in the proposal.
- Technical reports or presentations required to document design decisions, when requested.
- Progress/status reports at intervals established by PSMSF.

All final documents developed specifically for the project shall be provided to PSMSF for use in procuring, constructing, installing, operating, maintaining, modifying, and expanding the systems associated with the Greater Works Family Life Center.

7. PRICE PROPOSAL

Proposers shall complete the Pricing Schedule on Attachment A and Attachment B.

8. SCHEDULE

The proposer shall submit a proposed schedule identifying the duration for kickoff and requirements confirmation, preliminary design, Owner review, draft/final design development, final drawings/specifications, BOM, and final submission. The schedule shall be coordinated with the overall Greater Works Family Life Center design, permitting, procurement, and construction schedule.

9. GENERAL REQUIREMENTS

All work shall be performed in accordance with applicable federal, state, and local laws, codes, regulations, permitting requirements, and professional standards. Where professional engineering or architectural services are required, such services shall be performed and sealed by professionals appropriately licensed in Louisiana.

The Consultant shall provide all hardware, software, and other equipment necessary to perform the professional services.

10. QUESTIONS AND ADDENDA

Questions regarding this RFP shall be submitted in the manner and by the deadline established in the final advertisement. Only written addenda issued by PSMSF shall modify the requirements of this RFP. Proposers are responsible for acknowledging all addenda in their proposals.

11. OWNER RIGHTS

PSMSF reserves the right to accept or reject any or all proposals; waive informalities where permitted; request clarification or additional information; verify references and qualifications; conduct interviews; negotiate scope, schedule, and price; request revised or best and final offers; modify or cancel the solicitation; award all or a portion of the requested services; and procure equipment and installation services separately from the professional design services.

Issuance of this RFP does not obligate PSMSF to award a contract or reimburse any proposer for costs incurred in preparing a proposal.

ATTACHMENT A - PRICING SCHEDULE

Prices shall include all labor, project management, design, coordination, quality control, overhead, profit, and other costs necessary to perform the stated work except reimbursable expenses specifically identified by the proposer.

Item	Pricing Basis	Proposed Price
Base Design Services - complete Scope of Work through final design/BOM	Lump Sum or NTE	$_____
Programming Services, if optional	Lump Sum / NTE	$_____
Commissioning / Acceptance Support, if optional	Lump Sum / NTE	$_____
Owner/Operator Training, if optional	Lump Sum / NTE	$_____
Construction-Phase Support, if optional	Lump Sum / NTE	$_____
Travel and Reimbursable Expenses	NTE	$_____
TOTAL PROPOSED PRICE	**Total**	**$_____**

ATTACHMENT B - HOURLY RATES FOR AUTHORIZED ADDITIONAL SERVICES

Labor Category	Hourly Rate
Principal / Project Executive	$_____ / hour
Project Manager	$_____ / hour
Senior AV Designer / Engineer	$_____ / hour
Audio Designer	$_____ / hour
Lighting Designer	$_____ / hour
Video / LED Designer	$_____ / hour
CAD / BIM Technician	$_____ / hour
Programming / Commissioning Specialist	$_____ / hour
Other: _____	$_____ / hour

No additional services or reimbursable expenses exceeding the accepted proposal amount shall be incurred without prior written authorization from PSMSF.