

Request for Proposal (RFP) Soundproofing Installation Services

To Whom It May Concern,

The Bethlehem Area Public Library invites qualified contractors or companies to submit a proposal for the installation of soundproofing materials within our Main Library (11 W. Church St., Bethlehem PA). The scope of this project involves soundproofing our recording studio and study rooms while ensuring that any soundproofing to be installed will not interfere with our existing HVAC system.

1. Project Overview:

The Bethlehem Area Public Library is committed to providing a peaceful and productive environment for our patrons. To enhance the library experience, we are seeking soundproofing solutions that will:

- a. Isolate sound within the recording studio, preventing external noise from affecting recordings and preventing sound from the studio disturbing individuals studying on the floor above.
- b. Reduce noise transmission from our new study rooms to ensure a quiet and focused atmosphere and to provide privacy for those working within the rooms.

2. Scope of Work:

The selected contractor or company shall be responsible for the following:

- a. Assessment: Conduct a thorough assessment of the recording studio and study rooms to determine the most suitable soundproofing solutions.
- b. Material Selection: Recommend and install appropriate soundproofing materials, such as acoustic panels, barriers, and insulation, to meet the project goals.
- c. HVAC Compatibility: Ensure that the soundproofing installation does not interfere with the operation of our existing HVAC system.
- d. Project Timeline: Provide an estimated timeline for project completion, taking into consideration library operating hours to minimize disruptions.

3. Proposal Requirements:

Interested parties are requested to submit the following information as part of their proposal:

- a. Company Information: Provide details about your company, including its history, qualifications, and relevant experience in soundproofing projects.
- b. Project Approach: Describe your approach to assessing and implementing soundproofing solutions in a library environment.
- c. References: Furnish references from previous clients who can speak to the quality of your work in similar projects.

d. Cost Estimate: Submit a detailed cost estimate, broken down by materials, labor, and any additional costs, with a clear explanation of your pricing structure.

e. Project Timeline: Present a proposed project timeline, including key milestones.

4. Submission Deadline:

All proposals must be submitted by March 31, 2024 via email to jberk@bapl.org. Late submissions will not be considered.

5. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

a. Relevant experience and expertise in soundproofing projects.

b. Compatibility with our library's operational schedule.

c. Cost-effectiveness and transparency in pricing.

d. References and client feedback.

6. Questions and Site Visits:

For inquiries, clarification, or to arrange a site visit, please contact Josh Berk at jberk@bapl.org.

The Bethlehem Area Public Library reserves the right to accept or reject any proposal, in whole or in part, and to waive any irregularities in the proposal process. This RFP does not commit the library to award a contract.

We look forward to receiving your proposal and the opportunity to enhance the environment at our library.

Sincerely,

Bethlehem Area Public Library