

Jefferson County Parks & Recreation Commission

RFP for Sound

Objective:

JCPRC intends to procure an experienced sound and lighting company to provide services for the 2022 Shenandoah Junction Levitt Amp Music Series held at the AMP at Sam Michaels Pak, Jefferson County, WV. In addition, JCPRC intends on holding two ticketed concert events during the summer of 2022.

Key Dates:

RFP Issued: January 12, 2022

RFP Due Date: February 14, 2022

Selection of Top Company(ies): February 14, 2022

Awarded: February 17, 2022

Background:

The Jefferson County Parks & Recreation Commission (JCPRC) is a government agency whose mission exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment. Its mission is to take a leadership role in harnessing resources for the purpose of planning, developing, implementing, evaluating, and operating a county-wide system of parks, recreation, conservation areas, and trail opportunities for people who live, work, and visit here. The JCPRC operates nine county parks that encompass over 400 acres of park land and a variety of park facilities, including the Jefferson County Community Center, amphitheater, picnic pavilions, concession stands, walking trails, playgrounds, tennis courts, athletic fields and open space.

In 2018, a grant was awarded to build the AMP at Sam Michaels Park. In 2019, the AMP, which is a 40x60 open air amphitheater opened to the public. In 2020, JCPRC won a \$25,000 matching grant from the Levitt Foundation to create the Levitt AMP Shenandoah Junction Music Series. The concerts were held, summer of 2021. Local businesses, organizations and individuals partnered to produce ten free concerts during the summer, which were attended by more than 5,000 people from all parts of the tri-state area. JCPRC received the grant again for 2022, performers will be announced in Spring 2022.

Service/Work Requirements:

Provide lights, sound and engineer for the 10 series Levitt AMP music concerts and two ticketed concert events. Concerts will be held outside with approximately 500 to more than 1,000 attendees. JCPRC is seeking a company to provide sound, stage and lighting services for the outdoor Shenandoah Junction Levitt Amp Music Series held at the AMP at Sam Michaels Park. JCPRC intends to award a contract(s) for the 2022 music series and two ticketed concerts. Each concert is scheduled from 7:00 p.m. to 8:30 p.m. and brings in between 500 to 1,000 attendees dependent on the weather and performer. The 2022 Shenandoah Junction Levitt Amp Music series includes ten (10) Thursday night concerts with dates as follows: May 26, June 2, June 9, June 16, June 23, June 30, July 7, July 14, July 21, July 28. The ticketed concert events dates are TBD. The successful bidder shall complete a stage set up at least three (3) hours prior to each event and a stage break down within two (2) hours after each event. The stage set up shall include all sound, stage and lighting elements, which could vary dependent on the band. The covered stage measures approximately 40'x60' with one single door in the back and ramp and stairs to the front.

Below is a list of items that may be needed for the stage set up. Bidders are encouraged to recommend a stage set up in which they feel would be the best fit for the Music Series. If any changes are proposed to this set up, please explain in your proposal why you feel the change would benefit the concert.

Lighting with engineer:

- Eight (8) LED par cans
- Two (2) LED multi-color strips

Basic P.A. Sound System:

- Two (2) subs
- 2- 3 way main cabinets
- Two (2) monitor wedges
- One (1) mixing console
- All necessary stage snakes
- Multiple microphones/stand

Miscellaneous effects

- All equalizers
- All compressors

Additional sound equipment may be needed, depending on performance.

Submission Guidelines:

- Provide documentation that describe experience with outdoor concerts that meet the above expectations and capability to perform such services.
- List key staff detailing role and duties. Resumes are optional but welcomed.
- Provide your recommended list of equipment and stage set up
- Provide three references of services provided for an outdoor event. Reference information should include: contact name, title, email, phone number, and the date and event services were provided.

Proposal Submittal Deadline: Proposals must be clearly marked and submitted via email no later than 12:00 pm on February 14, 2022. Subject line: "Levitt Amp Sound and Lighting RFP". Late submissions after the deadline or proposals delivered via other methods will not be accepted. Email to jmyers@icprc.org.