

# Jefferson County Parks & Recreation Commission

## RFP for Sound

### Objective:

JCPRC intends to procure an experienced sound and lighting company to provide services for the 2023, 2024, 2025 Shenandoah Junction Levitt Amp Music Series held at the AMP at Sam Michaels Park, Jefferson County, WV.

### Key Dates:

RFP Issued: November 1, 2022

RFP Due Date: December 1, 2022

Selection of Top Company(ies): December 1, 2022

Awarded: December 15, 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 a three year series of 10 concerts each year totaling 30 concerts over the three year period, performers will be announced the Spring of each concert year.

### Service/Work Requirements:

Provide lights, sound and engineer for the Levitt AMP music concerts. 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 2023 music series. 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 2023 Shenandoah Junction Levitt Amp Music series includes ten (10) Thursday night concerts with Tentative dates as follows: May 25, June 1, June 8, June 15, June 24, June 29, July 6, July 13, July 20, July 27. Concerts in 2024 and 2025 will include ten (10) Thursday night concerts with dates in similar time frame as the 2023 series. Firm dates will be furnished to successful bidder no later than March 1 of each contracted year. 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 December 1, 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@jcprc.org](mailto:jmyers@jcprc.org).