

Jefferson County Parks & Recreation Commission

RFP for Sound

Objective: JCPRC intends to procure an experienced sound and lighting company to provide services for the 2026-2028 Shenandoah Junction Levitt Amp Music Series held at the AMP at Sam Michaels Park, Jefferson County, WV. In addition, JCPRC intends on holding several ticketed concert events during the same calendar period of 2026-2028.

Key Dates: RFP Issued: December 8, 2025

RFP Due Date: January 15, 2026

Selection of Top Company(ies): January 14, 2026

Awarded: January 21, 2026

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 ten 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 have been held each year since the original grant in was awarded in 2020, thanks to additional grant support from the Levitt Foundation. Local businesses, organizations and individuals partner to produce ten free concerts during the summer season, which are attended by 200-800 people each concert evening from all parts of the tri-state area. JCPRC received continuing grant support for 2026-2028, performers will be announced each spring before the concert series begins.

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 200 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 three year grant cycle (2026-2028) music series as well as ticketed concerts. Each concert is scheduled from 7:00 p.m. to 8:30 p.m. and brings in between 200 to 1,000 attendees dependent on the weather and performer. The 2026 Shenandoah Junction Levitt Amp Music series includes ten (10) Thursday night concerts with dates as follows: Saturday, Apr. 25, Thursday, May 7, Thursday, May 14, Thursday, May 21, Thursday, May 28, Thursday, June 4, Thursday, June 11, Thursday, June 18, Thursday, June 25, Friday, June 26 (Fireworks). 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:

- o Eight (8) LED par cans
- o Two (2) LED multi-color strips Basic P.A.

Sound System:

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

Additional sound equipment may be needed, depending on performance.

Submission Guidelines:

- o Provide documentation that describe experience with outdoor concerts that meet the above expectations and capability to perform such services.
- o List key staff detailing role and duties. Resumes are optional but welcomed.

- o Provide your recommended list of equipment and stage set up
- o 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 January 15, 2026. 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 bzaglifa@jcprc.org.