



REQUEST FOR EXPRESSIONS OF INTEREST
SOUND AND PRODUCTION SERVICES
FOR
CITY OF CHARLESTON
LIVE ON THE LEVEE CONCERT SERIES
2022

Issued: January 11, 2022

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City Manager

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SECTION ONE: GENERAL INFORMATION

1.1. Purpose

The City of Charleston is soliciting Expressions of Interest (“EOI” or “Proposals”) from qualified individuals/firms to provide sound and production services for the City’s 2022 Live on the Levee Concert Series.

1.2. Background

The City of Charleston is West Virginia’s capital and largest municipality. The city limits span approximately 33 square miles, and it has a resident population of just under 50,000. The system of government is a Strong Mayor/City Council structure. The City Manager is the Chief Administrative Officer for the City and is appointed by the Mayor with approval by the Council.

Each year, the City of Charleston hosts a 15-week concert series known as Live on the Levee. The series is made up of free-to-the-public music concerts every Friday evening from Memorial Day Weekend to Labor Day Weekend. Food, beverage, and merchandise vendors participate in the event, as well as multiple corporate financial sponsors – including news media. The concert series is held at Haddad Riverfront Park in downtown Charleston along the Kanawha Boulevard.

The City wishes to hire a single service provider to manage all sound and lighting operations to produce the concert series.

SECTION TWO: SCOPE OF SERVICES

2.1. Expectations

The successful firm will:

- provide exceptional sound and lighting production services for the 2022 Live on the Levee concert series
- manage the sound and lighting production for 14 of the 15 weeks that make up the concert series¹

¹ The vendor will not be required to perform services for the event date of Friday, July 1, 2022, as that event will be managed by the Charleston Regatta Commission.

- provide suitable LED stage wash lighting equipment
- provide audio equipment that, at a minimum, adheres to the following specifications:
 - QSC Wideline Line Array
 - 5-8 mixes of monitors
 - FOH Console
 - Feed for radio broadcasts
- provide staging services, including general performance staging, lighting, and audio services
 - Additional stagehands may be required
- communicate effectively with City staff, particularly the City's Special Events Coordinator

SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS

3.1. The Proposal

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm's capabilities to satisfy the City's service needs. Emphasis should be placed on completeness and clarity of content.

Each proposal should contain a suitable description of the proposed equipment and services being offered so as to assist the Evaluation Committee in understanding the nature and character of services contemplated.

Each proposal should include a complete breakdown of costs for services, materials, supplies, permits, and any anticipated incidental costs.

Each proposal should contain a Certificate of Liability Insurance evidencing that the individual/firm is insured for at least \$1 million in claims coverage.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City and are subject to the West Virginia Freedom of Information Act, unless the content is proprietary in nature such that it is

excluded from production. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

3.2. Questions About the Solicitation

All questions must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

3.3. Submission of Proposal

All proposals must be submitted in electronic format as a PDF file readable with Adobe Acrobat software.

Proposals must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

3.4. Qualifications, Experience, and Past Performance

Vendors should provide information regarding its employees, such as staff qualifications and experience in completing similar services; copies or descriptions of any staff certifications or degrees applicable to this solicitation; descriptions of similar services completed within the last 5 years, including the location of the client, project manager name and contact information, and type of services provided.

Vendors must submit at least 2 written client references with contact information.

SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST

4.1. Evaluation Committee

All proposals will be reviewed by an Evaluation Committee, which will consider the statements of qualifications and performance data and other material submitted by the interested firms. The Evaluation Committee may shortlist no more than 3 firms that, in the committee's opinion, are the best qualified to perform the desired services.

The shortlisted firms will be invited to participate in interviews.

4.2. Shortlisted Firm Evaluation

The Evaluation Committee will score the shortlisted firms using the evaluation criteria below:

<u>EVALUATION CRITERIA</u>	TOTAL: 100 pts
Experience & Qualifications	55 pts
<ul style="list-style-type: none"> • Professional competence • References • Experience providing comparable services 	
Implementation Services	25 pts
<ul style="list-style-type: none"> • Current workload and ability to complete the services in accordance with the dates and times established by the City. • Demonstrated thoughtfulness in proposal development. 	
Cost	20 pts

SECTION FIVE: SCHEDULE OF EVENTS

Release of the EOI.....	January 11, 2022
Written Questions Submission Deadline.....	January 20, 2022 at 4:00 PM (EST)
Addendum Issued	January 21, 2022
Expressions of Interest Due Date.....	January 26, 2022 at 4:00 PM (EST)
Estimated Date for Interviews of Shortlisted Firms.....	Week of January 31, 2022

NOTE: The schedule is subject to change. Please visit the following City website for updates:
<https://charlestonwv.gov/bids-purchasing/current-bids>