

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**SUMMER CONCERT SERIES SOUND AND LIGHTING**  
**PROFESSIONAL SERVICES**



**RFP RELEASE DATE:**

Thursday, March 2, 2023

**PROPOSALS DUE:**

Friday, April 7, 2023

No Later Than 12:00 PM PDT

**DELIVER PROPOSALS TO:**

ADMINISTRATIVE OFFICE  
**PLEASANT VALLEY RECREATION & PARK DISTRICT**

*Attn: Lanny Binney*

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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# NOTICE INVITING PROPOSALS FOR PROFESSIONAL SERVICES TO PROVIDE SOUND AND LIGHTING SERVICES FOR THE 2023-2025 SUMMER CONCERT SERIES

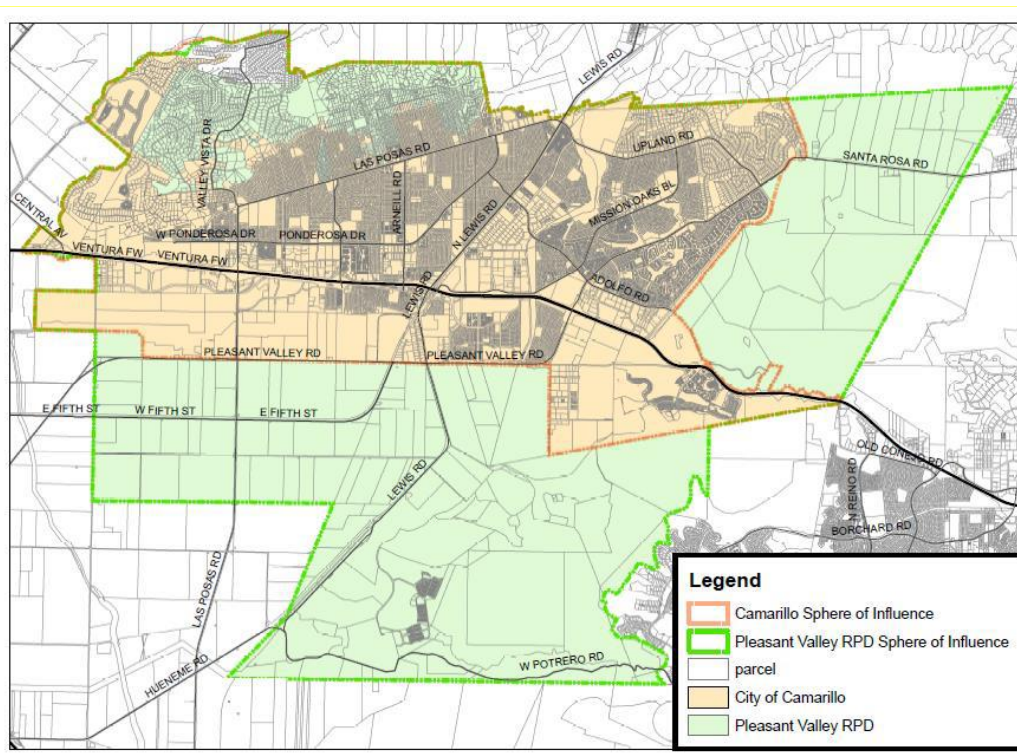
## Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Proposals (“RFP”) from experienced and qualified musical providers (“Contractor”) to perform all sound and lighting elements for the 2023-2025 Summer Concert Series.

## District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 61 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that it operates independently of the District.

Below is a map that displays the District’s and the City’s respective Spheres of Influence:



## Project Goal

The goal of this proposal is to provide sound and lighting elements for 2023 – 2025 and a possible extension of two (2) one-year agreements for Summer Concert Series produced by the Pleasant Valley Recreation and Park District and the City of Camarillo at Constitution Park.

## Project Scope

The Proposal should:

- Be concise and easy-to-understand.
- Utilize graphics, photos, tables, and charts as needed to convey information, in addition to logical and supporting verbiage.

Minimum Requirements:

1. Contractor agrees to the concert dates and start times provided for the 2023 Summer Concert Series and will be notified of future dates for 2024, 2025, and possible 2026 and 2027 Concerts.
  - a. Saturday, June 24, 2023, 7pm
  - b. Saturday, July 8, 2023, 7pm
  - c. Saturday, July 22, 2023, 7pm
  - d. Saturday, August 5, 2023, 7pm
  - e. Dates for subsequent years will be determined by November of the prior year. Dates will remain on Saturdays in the months of June, July, and August.
2. Contractor will provide all sound equipment including but not limited to:
  - a. Instrumental Backline and Stage equipment
    - i. (1) Drum set
    - ii. (1) Bass with power, amps, and speaker cables
    - iii. (1) Guitar with power, amps and speaker cables
      1. (3) guitar stands
    - iv. (3) Types of Microphones slated for musical performances with mic stands and batteries.
    - v. Stage carpeting for cable safety
  - b. Stage Monitors
    - i. (5) Stage Monitors with all power and connection cables
  - c. Front of House (FOH) Equipment
    - i. Audio console and audio engineer
    - ii. Lighting console and lighting engineer
    - iii. Stage Manager and stagehand
  - d. Speaker System
    - i. Outdoor PA System rated for 2,000-3,000 people
    - ii. Truss System included
3. Contractor will provide all lighting equipment including but not limited to:
  - a. Stage lighting with pan, tilt zoom capabilities
    - i. (10) Movable and color changing wash lights
    - ii. (8) Stage spotlights
    - iii. (8) Wall background wash lighting, color changing

4. Contractor will provide cable safety including but not limited to:
  - a. 150 Cable hidere
5. Contractor must hold music licensing with:
  - a. SESAC, BMI, ASCAP

## Alternatives

Additional considerations to the request for proposals, although not required for consideration include:

1. Artist negotiations and booking fee

## Submission Requirements

Interested proposers must submit an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this agreement. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

### **1. Transmittal Letter to the Selection Committee**

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the contractor to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the contractor's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.

### **2. Description and Qualifications of the Firm**

- a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and the date of such organization. In addition, provide a description of the firm's qualifications and experience on projects of similar nature to those described in the proposal as well as projects/clients where contractor has performed as an extension of staff.

### **3. Staffing**

- a. Provide a staffing plan for the concerts identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal.

### **4. References**

- a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subcontractors, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the project participation. Identify how much experience the firm and subcontractor, if needed, has had with public agencies.
- b. A minimum of two (2) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a

brief description of these selected projects including when the project began, its current status, a description of the proposer’s role/involvement in the project, and any specific information on how the community was responsive to the project.

**5. Scope of Work**

- a. A clear and concise statement of the proposer’s understanding of the nature and extent of the services required.
- b. Additional information or services that may be provided that are not already defined in the scope of work above.
- c. The proposed project timeline.

**6. Project Budget & Other Financial Information**

- a. The proposer shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the contractor making the proposal.
  - i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
  - ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
  - iii. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, costs, and a description of each major task and subtask, including public meetings. Cost should be broken down by items and include an overall cost for the years 2023, 2024, 2025 and possible extension years of 2026 and 2027.
  - iv. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
  - v. A disclosure of all personal, professional or financial relationships with any officer and/or employee of the District.

**Evaluation Criteria**

The objective is to choose the proposal that offers the highest quality services and will achieve the project’s goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated in accordance with the objectives mentioned above and the following criteria with a given point value listed below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

<b>Selection Criteria—RFP</b>	<b>Points Available</b>
<b>Understanding of Scope of Work; and provides high quality materials</b>	<b>25</b>
<b>Project Components, Timeline, and Deliverables</b>	<b>15</b>
<b>Demonstrated Expertise in Performing Similar Work</b>	<b>20</b>
<b>Qualifications and Experience of Key Staff</b>	<b>20</b>

<b>References &amp; Past Project Samples</b>	<b>15</b>
<b>Proposed Project Cost</b>	<b>15</b>
<b>Total Points Available Per Proposal</b>	<b>110</b>

**Firm Selection & Notification**

The issuance of this RFP and the selection of the most qualified firms are the first steps in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Contractor to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and/or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and/or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. Contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

**Contract Requirements**

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Contractors with significant concerns about the sample agreement should not submit an RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into

negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

## Estimated Selection & Approval Schedule

<b>Request for Proposals Open</b>	March 2, 2023
<b>Deadline for Proposals</b>	April 7, 2023
<b>Evaluation of Proposals</b>	April 10-21, 2023
<b>Award Contract</b>	May 3, 2023

*\*The District reserves the right to revise the above schedule.*

## Questions

Upon release of this RFP, all communications concerning the RFP should be directed to Lanny Binney, Recreation Supervisor via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Agencies should rely only on written statements by Mr. Binney.

**Name:** Lanny Binney, Recreation Supervisor  
**Address:** Pleasant Valley Recreation & Park District  
1605 E. Burnley Street, Camarillo, CA 93010  
**Email:** [lbinney@pvrrpd.org](mailto:lbinney@pvrrpd.org)

## Submittal Instructions

Proposals must be received no later than 12:00 p.m. PDT on April 7, 2023.

Proposals shall be mailed to:

### **Pleasant Valley Recreation & Park District**

*Attn: Lanny Binney*  
1605 E. Burnley Street  
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Agency's name, address, and "SCS Sound & Lighting RFP."