

# Request for Proposal

## Sound and Lighting Technical Production

**Proposal Deadline: March 26, 2018**

Issued by: City of Robinson Representative: Destiny DeLillo  
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(254) 662-1415

### Purpose

The City of Robinson is seeking a qualified and professional lighting and sound service provider to: set up, install, break down, provide technical support, and equipment to meet the needs of the bands hosted at the 4th Annual Robinson Music Festival taking place September 29, 2018.

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## **Introduction & Background**

Robinson Music Festival is a City of Robinson hosted event put on annually and is in need of a company to supply the sound, lighting, and technical equipment/support for one 58' 9" x 24' 8" stage over the course of the Saturday Festival (September 29th).

The goals of this request are to:

1. Procure a professional sound, lighting, and technical company to manage these needs for the Saturday event;
2. Ensure a fair and transparent procurement process for these services; and
3. Present festival-goers and performers with the best sound and lighting experience possible.

## **Project Scope**

The scope of the project entails supplying, setting up, tearing down, and managing the equipment and staff needed to provide sound and lighting one stage that Saturday September 29th.

The service provider will supply equipment such as, but not limited to: wires, straps, and basic sound and lighting tools. The service provider will also initiate, coordinate, and secure additional sound and lighting equipment as needed.

The service provider is responsible for securing all sound and lighting materials and equipment requested in artist technical rider. This includes, but is not limited to ensuring that all materials and equipment are properly secured at all times against any security issues that may arise.

## **Submission Guidelines & Requirements**

Applicants must submit a single electronic copy (.pdf) of the proposal by email to Destiny DeLillo at [D.DeLillo@RobinsonTexas.org](mailto:D.DeLillo@RobinsonTexas.org) on or before March 26, 2018. A confirmation email will be sent upon receipt.

Note that submissions must:

- Be received via email;
- State "Sound and Lighting Technical Services for Robinson Music Festival" in the subject line; and
- Be limited to one pdf document.

Bidders intent on submitting a proposal should so notify the representative identified above no later than March 5, 2018. After intent has been submitted the Bidder may conduct a consultation with the City of Robinson to discuss the project needs further.



Note that emailed submissions must:

- State “Lighting, Music and Technical Services for Robinson Music Festival” in the email subject line;
  - Be limited to one pdf document per team; and
- It is not necessary to mail your submission.

## **Optional RFP Site Walk About**

An opportunity to walk the relevant sites and discuss the various aspects of the project will be held as per the request of the candidate.

## **Service Provider Profile**

Proposals should include a summary of the service provider’s skills, qualifications and ability to deliver on the proposed project deliverables. This summary should include evidence of an ability to complete projects on time and on budget, as well as a brief summary of related project precedents. Preference will be given to teams that can also demonstrate a keen understanding of the Robinson Music Festival context.

## **Project Team Qualifications**

Proposals should also include brief summary of key project team members, outlining individual skills, experience, qualifications as well as their proposed roles and responsibilities within the delivery of this specific project proposal. For key staff, please provide relevant experience and identify their proposed level of commitment to the project.

## **Summary of Related Project Experience**

The proposal shall contain specific project examples completed in the past five years that demonstrate the consultant’s ability to undertake the proposed project.

Descriptions of previous projects should include:

1. Name of the project
2. Scheduled and actual completion date
3. Key individuals involved
4. Client references

## **Corporate Commitment to Sustainability**

Proposals may also include a brief outline of in-house corporate commitments to sustainability as demonstrated within corporate operations, corporate governance, and/or other substantive in-house sustainability initiatives.



## **Project Understanding**

The service provider must demonstrate a clear understanding of the project, including project timelines and a detailed breakdown of expenses. Proposals must remain valid for a period no shorter than 7 months.

## **Qualifications**

Proposals must include brief summary of key project team members, outlining their skills, experience, qualifications, commitment to this project, as well as their proposed roles and responsibilities within the delivery of this specific project.

## **Project Commitment**

The contract will be awarded for the festival year (2018 Festival)  
Services must be provided from Friday, September 28th to Saturday, September 29th.

## **Proposed Project Budget**

All proposals are to include a fee schedule for each member of the project team, all tasks along with hours and hourly rate. Moreover, project costs should also be clearly broken out by scope of work component, disbursements/expenses, as well as relevant taxes. The project budget should clearly show costs associated with each sub-consultant (if appropriate), including any associated disbursements. Service provider pricing must remain valid for a period no shorter than 7 months.

## **Questions and Correspondence**

Robinson Music Festival is committed to a fair and open process for all parties interested in this RFP. Please direct all queries and questions related to this RFP to the contact as per the cover of this RFP. Answers and clarifications will be distributed via email to all prospective service providers that have identified themselves to Robinson Music Festival.

## **Additional Information**

Addendums, other points of clarity or revisions will be distributed via email to all prospective service providers that have identified themselves to Robinson Music Festival.



## Criteria for the Evaluation of Proposals

Finally, Robinson Music Festival intends to evaluate all proposals according to the scoring matrix outlined below. Note that Robinson Music Festival will select the Proposal that it deems demonstrates the best combination of corporate qualifications, skilled and experiences personnel, project understanding, vision, proposed approach to achieving the project goals, as well as project budget.

Robinson Music Festival is not bound to accept the lowest price proposal, nor is Robinson Music Festival in any way bound to award the project to any of the Service provider bids. Robinson Music Festival is under no obligation to advance this project in any way whatsoever. Robinson Music Festival anticipates electing at least two individuals or firms to enter into more in-depth discussions, if necessary.

Criteria	Evaluation
<b>Project Understanding</b>	20%
<ul style="list-style-type: none"> <li>• Understanding of project requirements</li> <li>• Solution adapted to goals, guidelines and objectives</li> <li>• Clarity of the proposal (concise, consistent, comprehensible format)</li> </ul>	
<b>Service provider Qualifications</b>	20%
<ul style="list-style-type: none"> <li>• Reputation, proven performance and relevant experience of the service provider's firm</li> <li>• Proposed team's experience in elaboration of standards or similar projects</li> <li>• Proposed team's understanding of the Festival context</li> <li>• Technical and management capability, capacity, skills and qualifications of the service provider and any proposed subcontractors</li> <li>• Ability to dedicate appropriate resources to this project in a timely manner</li> <li>• Minimum of two references based on past performance for similar projects (high quality finished project, goals and time frames achievement)</li> </ul>	
<b>Methodology</b>	20%
<ul style="list-style-type: none"> <li>• Demonstrates a sector-leading approach towards achieving the project goals</li> <li>• Demonstrates a level of effort to adequately deliver the project objectives and deliverables</li> <li>• Substantially integrates best practices and innovation into the proposed methodology</li> </ul>	
<b>Proposed Schedule</b>	10%
<ul style="list-style-type: none"> <li>• Work Plan and Schedule by tasks</li> <li>• Provides a realistic timetable</li> <li>• Provides suitable time and structure for stakeholder input</li> </ul>	
<b>Cost</b>	30%
<ul style="list-style-type: none"> <li>• Total pricing within the Proposal</li> <li>• Proposed hourly fees and disbursements</li> </ul>	
<ul style="list-style-type: none"> <li>• Comprehensive breakdown of expenses</li> <li>• Project being completed within budget</li> </ul>	



## **Acceptance Criteria for Project Completion**

The successful service provider must have experience with outdoor sound and lighting equipment as well as working with outdoor music Festivals. The service provider must be able to commit the resources and energy to deliver on this project within the time period required. The proposed team must be available to quickly respond to situations and enquiries.

### **Deliverables**

1. Full set up and tear down of all equipment within the allotted timeline and safety plan.
2. Onsite presence and timely response to any technical needs that arise.
3. Full team prepared and trained for the festival stage.
4. Service provider will notify Robinson Music Festival in advance if costs are anticipated to go beyond the approved budget in advance. If the service provider incurs costs beyond the approved budget without the written approval of Robinson Music Festival, the service provider bears those costs.
5. Service provider will invoice Robinson Music Festival within 30 days of the Festival close or can setup payment arrangement to receive 50% deposit once in contract and receive final payment the day of event.

## **General Terms and Conditions**

### **Signed Submissions**

The submission must be signed by the person(s) authorized on behalf of the Service provider or company and binds the Service provider to the statements made in the RFP response.

### **Laws of the Jurisdiction**

Any contract resulting from this RFP will be governed by and will be interpreted in accordance with the laws of Texas.

