



**CITY OF PLEASANT HILL  
REQUEST FOR PROPOSALS (RFP)**

**FOR**

**SOUND SERVICES**

**FOR**

**THE 2018 SUNSET BY THE LAKE SUMMER  
CONCERT SERIES AT CITY HALL**

**JANUARY 2018**

NOTICE IS HEREBY GIVEN that the City of Pleasant Hill is seeking proposals from qualified professional firms for Sound Services for the 2018 Sunset by the Lake Summer Concert Series on the lawn area at City Hall.

This Request for Proposals (RFP) describes the scope of services, submission requirements, selection criteria and schedule, and a sample of the City's Standard Professional Services Agreement.

Proposals must be received **no later than 5:00 p.m., February 12, 2018**. All responses must be in a sealed envelope and have “SOUND SERVICES FOR SUMMER CONCERTS” clearly marked on the outer most mailing envelope. Please submit one hard copy and one electronic (CD or thumb drive) copy of the Proposal to:

City Manager’s Office  
Attn: Martin Nelis  
City of Pleasant Hill  
100 Gregory Lane  
Pleasant Hill, CA 94523

Proposals will not be accepted after the date and time stated above (postmarks not accepted.) Proposals that do not meet the submission requirements specified herein will not be considered. The City will select the company judged to be best qualified to provide the scope of services described below. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by a company in the preparation and submittal of its proposal for the subject work. The City retains the right to re-solicit proposals.

## **1. BACKGROUND**

The City of Pleasant Hill, CA is home to approximately 34,000 residents and is located in Contra Costa County. Since 1999, the Civic Action Commission (CAC), comprised of nine members of the local community, has staged the Sunset by the Lake Summer Concert Series (“Concerts” or “Concert Series”) each summer. The CAC is appointed by the City Council and reports directly to the City Council. The budget for the Concert Series is provided by the City of Pleasant Hill as part of its Community Relations Program.

The concerts typically begin on the Sunday of Memorial Weekend and end on the Sunday of Labor Day Weekend, but this can vary. There are usually eight concerts total but in several previous years, the CAC has hosted a ninth concert. Each concert is from 6:00 to 8:00 p.m. and is held on the lawn area (next to the pond) at City Hall. A layout map showing the entire venue is attached, showing locations of the stage, front of house (FOH), lawn seating area, generator/trailer parking area and other covered seating on the concrete (arcade) area on the opposite side of the pond, away from the stage.

Below are some general statistics for a typical concert:

- Typical band size: 3-12 piece
- Audience size: 600-1,000
- Size of Seating Area: 1 acre (approx.)
- Distance from Stage to FOH: 70 feet (approx.)
- Distance from Stage to back of venue: 200 feet(approx.)

## 2. SCOPE OF SERVICES

The Scope of Services presented below is intended only to illustrate the services likely needed.

### SOUND SYSTEM

The sound system should be comprised of professional-grade equipment, designed specifically for live sound reinforcement applications. The minimum specifications for the sound system are:

- Mixer:** 32 channels minimum, with appropriate processing (EQ, compression, gating, etc) on every channel. The mixer should have 8-10 sends available for monitor mixes, beyond what is being utilized for mains, subs and fills. The system should also contain multiple professional quality effects units (reverb, delay, and chorus, at minimum).
- Monitors:** Minimum of 4-6 powered mixes (through 6-8 wedges; more, if necessary). Additional mixes (4-6) must be available for In-Ear Monitors (IEMs; often brought by individual performers), as necessary. Each monitor mix should be equipped with 1/3 octave GEQ.
- Mains:** Main loudspeakers and subwoofers should provide a nominal horizontal coverage pattern of at least 150 degrees, to provide sufficient coverage across the entire audience area. Main speakers and subwoofers should be set at a height sufficient to project over any audience standing in front of the stage. The system should be of sufficient power to produce a clean (non-distorted) program level of 100-105 dB at the FOH position, 70 feet in front of the stage. Concerts should typically be run at an average of 95dB, measured at FOH.
- Fills:** Due to the necessary height and spread of the main speakers, front fill speakers are typically necessary to provide complete sound coverage in the area immediately in front of the stage.
- Mics, Cables:** Due to the size and outdoor nature of the venue, it is necessary to mic every instrument on stage. Sound provider should have enough microphones, cables, and stands to do so.
- Safety:** All sound gear (speakers, amplifiers, etc.) should be staged and secured in a manner to prevent toppling. All cable runs through publicly-accessible areas (speaker cables and FOH snake) must be covered and/or secured to the ground to prevent tripping. Similarly, on-stage cables should be routed around the perimeter of the stage, or taped down when necessary to cross the stage.

## LIGHTING

Stage lighting is necessary for the last 2 or 3 shows (and occasionally the first show) of the season. Stage lighting should consist of, at minimum, two towers at the front corners of the stage, each with 4 PAR64 spots. Lighting towers must be weighted or otherwise secured to prevent toppling.

## ELECTRICAL

Shore power is not available at the site. All power for the sound system, stage, and lighting must be provided by a generator (**to be provided by sound company**). Minimum generator capacity should be 25 kVA and run quietly enough so as not to interfere with the show (e.g. MQ Power Whisperwatt DCA 25 or comparable). The generator must be properly grounded, and should be staged in the parking lot, away from the stage and audience areas (see layout map). Power should be distributed to provide ample circuits for the stage, sound system and lighting. Any temporary power/feeder cable runs across the parking lot or walkways must be secured and/or covered to minimize tripping hazards.

## CONCERT SERIES MANAGEMENT

Below is a list of requirements for management of the concerts:

- **Band Coordination:** Communicate and coordinate with bands in advance of each show, to provide directions, load-in instructions, and setup/sound check schedule to bands, and to ensure that any band-specific technical or logistical requirements are covered.
- **Crew:** Provide at least one experienced FOH engineer and stage tech per show.
- **Safety Inspection:** Pre-setup inspection of stage, to ensure all areas of stage are level and stable, legs secured and locked, etc.
- **Pre-show Sound Check:** Sound check should be **completed** no later than 5:30 PM (30 minutes prior to show time).
- **Timeliness:** Ensure that performance starts on time (6 pm sharp), and that bands do not take an excessive break (more than 15-20 minutes) between set one and two. Typically, each concert consists of two 50 minute sets although some bands may take a shorter break and play longer sets.
- **Emcee/Announcements:** At a minimum, make announcements thanking and acknowledging concert series sponsors and introduce the band (or introduce the individual sponsor who will then introduce the band). At end of show, announcements to again acknowledge sponsors and inform and remind audience of the performer at the next concert. Occasionally, the Mayor or a member of the CAC may also make announcements.

- **Quality & Consistency:** Ensure a consistently high-quality sound mix at appropriate volume at every show, regardless of whether mix is done by sound provider engineer or band-specific sound person. If necessary, educate and enforce mix and volume requirements with guest engineers. If a band asks that they use their own sound person, you will need to work cooperatively with that person to ensure a high quality show. Of paramount importance is the quality and consistency of the sound at each show, regardless of the person at the mixing board.
- **Band selection consultation (optional):** Provide consulting services to the CAC regarding band selection. Ultimately, the final decision on band selection lies with the CAC. However, the CAC will rely on the professional opinion of an experienced sound provider as to the suitability of the bands for Pleasant Hill's concert series (music genre and song selection; style; performance quality and professionalism etc.). This usually requires attendance at one or more band review and selection meetings.

### 3. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise.

#### 3.1 Introductory Letter

The introductory letter shall be addressed to:

City of Pleasant Hill  
 100 Gregory Lane  
 Pleasant Hill, CA 94523

The letter shall include the name of the firm, address, the name and telephone number of the contact person, mailing address, email address and company tax identification number. The letter shall also include a statement identifying that the proposal shall be firm for ninety (90) calendar days from the date of proposal submittal to permit staff evaluation. Upon award, price quoted will be in effect for the term of the agreement.

#### 3.2 Sound System

List complete details of the sound, lighting and other equipment that you will use for the concert series. Your system should at a minimum meet the requirements as listed above.

#### 3.3 Experience/References

List a minimum of **three references** of organizations or people that have hired you in the past to provide sound services. Provide the contact name, title, organization, address, telephone number, and a description of the service provided for each one.

### 3.4 Contract Terminations

If your firm has had a contract terminated within the last five (5) years, describe each such incident. The City will evaluate and at its sole discretion, may reject the proposal on the grounds of the past contract terminations. If the firm has not experienced any such termination for default or early termination in the last five years, so indicate.

### 3.5 Legal Proceedings

Identify any completed, on-going, or pending legal proceeding (arbitration, complaint, or court action) filed by an owner or contractor against your firm for any project in the past five (5) years.

### 3.6 Fee

Submit information on your proposed fee based on the Scope of Services indicated above, including any reimbursable costs.

## **4 SELECTION CRITERIA**

An Evaluation Team will review and evaluate the proposals. Based on the evaluation of the proposals submitted, the most qualified firms will be invited to meet with the Civic Action CAC. Evaluations will include, but are not be limited to the following criteria:

### 4.1 Understanding and Approach

Factors to be considered include clear understanding of the role and responsibilities of the sound technician.

### 4.2 Technical Competence

Factors to be considered include, but are not limited to, experience, familiarity with similar events, and the qualifications of key personnel.

### 4.3 Record of Past Performance

Past record of performance will be determined from all available information, including contact by the City with proposer's former clients. Factors to be considered include, but are not limited to, former clients' satisfaction with services performed, quality of working relationship, and satisfactory resolution of issues that arise.

### 4.4 Overall Proposal Presentation

Factors to be considered include, but are not limited to, the thoroughness, responsiveness, completeness and overall quality of the proposal.

Upon selection of the successful sound company, the City of Pleasant Hill Agreement For Professional Services shall be used to detail the terms of the engagement (see Attachment A). Proposer shall meet the requirements of this agreement; and shall submit with proposal a list of any concerns with the City's Agreement, in particular the insurance requirements.

The City reserves the right to waive any irregularities or informalities contained within this RFP, accept or reject any or all proposals received as a result of this request, negotiate with any qualified firm or to cancel the RFP in part or whole. All proposals and material submitted will become the property of the City of Pleasant Hill and will not be deemed confidential or proprietary.

To ensure fairness in the selection process, all questions or requests for information related to this RFP shall be directed to Martin Nelis ([mnelis@pleasanthillca.org](mailto:mnelis@pleasanthillca.org), 925-671-5229).

Attachments: [Professional Services Agreement](#)

[Layout map for concerts](#)