REQUEST FOR PROPOSAL
2020 EVENT SEASON SOUND & STAGE

Released: Tuesday, January 21, 2020

Prepared by the Downtown Troy Business Improvement District
251 River Street, Troy, NY 12180 | (518) 279-7997
PROPOSAL SUBMISSION

The Downtown Troy Business Improvement District (BID) is soliciting bid proposals for Sound, Staging & Lighting for the Downtown Troy BID 2020 Events Season (one season), spanning June 2020 through October 2020.

Companies wishing to submit proposals should do so no later than 5:00pm on Friday, February 28, 2020.

Submit your questions and/or proposal via hand delivery (three hard copies please) or electronically to:

Downtown Troy Business Improvement District
Katie Hammon, Executive Director
251 River Street
Troy, NY 12180

Telephone: (518) 279-7997
Email: events@troybid.org with a copy to katie.hammon@troybid.org

Office Hours: Monday through Friday, 9am – 5pm

Visit us at http://www.downtowntroy.org/ or on Facebook for fun details and facts!

PROPOSAL TIMELINE

RFP Release Date
Tuesday, January 21, 2020

Submission of Questions on RFP
Tuesday, January 21, 2020 through Monday, February 17, 2020

Notification of Intention to Bid
Monday, February 17, 2020

Proposals Due Date
Friday, February 28, 2020

Proposal Award Date
Friday, March 20, 2020

*The Downtown Troy BID will consider proposals for one (1) season, spanning June, 2020 through October, 2020.
** Photographs of stages and outfits are required and may be submitted via email or electronically with the application. Please also provide a copy of the proposal and any company brochures, pamphlets and/or materials indicating firm’s qualifications.

PROPOSAL EVALUATION

A selection committee comprised of BID staff, board members, and selected event consultants will review proposals.

Proposals will be evaluated on the following criteria:

▪ Understanding the proposed scope of work
▪ Prior experience providing staging, sound, and lighting to similar venues or organizations
▪ Qualifications of staff to be assigned to the engagement
▪ References
▪ Reasonableness of proposed fees
▪ Completeness and timeliness of proposal

RIGHTS AND OPTIONS OF THE DOWNTOWN TROY BID:

The BID reserves the following rights and options:

▪ Determine the lowest responsible bidder
▪ Supplement, amend, or otherwise modify this RFP
▪ Cancel this RFP with or without the submission of another RFP
▪ Issue additional solicitations for information and proposals, and conduct investigations with respect to the qualifications of each respondent
▪ Reject any response to RFP and/or contract for inability to perform.

The Downtown Troy Business Improvement District reserves the right to reject any and all proposals for any reason. In the event the Downtown Troy Business Improvement District fails to accept a proposal, pursuant to all applicable local and State laws, within 60 days of the acceptance of the offer, the conditional acceptance shall be deemed null, void and all deposits shall be promptly returned to the proposer in full.
BACKGROUND

The Downtown Troy Business Improvement District is a 501c3 not-for-profit organization and is funded in part by an assessment on commercial properties within the BID District. The BID is tasked with improving the business environment of the Downtown Troy Central Business District with four main points of focus: Marketing & Tourism, Public Service & Beautification, Special Events, and Business Development & Retention.

The mission of the Downtown Troy Business Improvement District (BID) is to foster an attractive and inviting environment for businesses to prosper, a community for residents to grow, and a destination for visitors to continually explore.

The BID operates several annual special events which feature live music and family friendly entertainment. In 2020 these events and their tentative dates and times are:

**Rockin’ on the River Summer Concert Series (ROTR)**
Ten weeks: June 3, 10, 17, 24, July 1, 8, 15, 22, 29 August 5, 2020. Event runs from 5pm – 8:30pm
*Total anticipated attendance per event: 3,000 to 10,000*

**Troy River Fest**
June 13, 2020. Event runs from 9am – 4pm
*Total anticipated attendance: 25,000*

**Troy Pig Out**
July 11, 2020. Event runs from 10am – 9pm
*Total anticipated attendance: 30,000*

**Chowderfest**
October 11, 2020. Event runs from 12pm – 4pm
*Total anticipated attendance: 30,000*
SCOPE OF SERVICES

The Troy BID requests proposals from staging, and sound engineering companies, to supply the following products and services for the events noted above:

- Rental, transportation, set-up and teardown of all sound systems and equipment, including lights for events taking place past sunset.
- Stage appropriate to venue (*Rockin’ on the River & Troy Pig Out events*).
- Appropriate stairs and handrails for stage.
- Sound system and staff appropriate to venue.
- Sound engineer present for the duration of the events.
- All contractor employees must present themselves in a professional manner in both appearance and attitude while on-site.
- All contractors must provide and add the Downtown Troy BID, 251 River St., Troy, NY 12180 to their current liability insurance.

Duties to be performed by the selected proposer(s) include, but are not limited to, the following:

- Advance artist staging setup
- Timely arrival at the event with the necessary equipment in working order
- Set up the equipment
- Operate the equipment and assist with load in and sound check
- Operate the equipment for the duration of the show; and
- Remove the equipment in a timely manner following the completion of the show

*Proposals should include three quotes; one for staging (multiple stage options and sizes should be listed), one for sound, and one for both. Please also provide rates for sidefills and generator as needed.*

ADDITIONAL COST OUTSIDE OF CONTRACTED FEES

Often the selected proposer(s) work directly with the performance groups of the event. Further charges for products or services requested by performers cannot occur without the written consent of the Downtown Troy Business Improvement District.
PROPOSAL CONTENT

In order to simplify the evaluation process and obtain maximum comparability, The BID requires that all responses to the RFP be organized in the manner and format described below:

1. **Executive Summary**
   Describe your understanding of the work to be performed and your company’s ability to perform the work within the time frame provided.

2. **Professional Experience**
   Describe how and why your company is different from other companies being considered. This should include an explanation of the company’s philosophy, size, structure, and qualifications with serving not for profit organizations and events with a similar size and operations. Describe your company’s resources devoted to not for profit organizations and provide copies of newsletters or other resource materials addressing issues relevant to not for profit organizations.

3. **Team Qualifications**
   Identify the specific partners, managers, and in-charge staff who will be assigned to this construction if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.

4. **Approach**
   Describe how your company will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis; and the type of assistance that will be required from BID staff. Please also provide your company’s plan, schedule and communication style for collecting information necessary from our performance schedules. Also, discuss the company’s use of equipment and technology. Finally, discuss the communication process used by the company to discuss issues with management and the Board.

5. **Fees/Donation**
   Please provide a company estimate of fees for the services and/or donations to be provided. Fees should be itemized and listed specific to staging, sound and a combined total. Proposals should include three quotes; one for staging (multiple stage options and sizes should be listed), one for sound, and one for both. Please also provide rates for sidefills and generator as needed.

6. **Client References**
   Include a list of the relevant clients the company has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

7. **Additional Information**
   Please provide copies of any additional information or media that represents your services. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.