



OFFICE OF THE PARKS & RECREATION DIRECTOR REQUEST FOR PROPOSAL

SUMMER CONCERTS BY THE RIVER Request for Proposal Deadline for Submittal: February 16, 2018

Overview

The City of Antioch is seeking proposals from qualified companies to develop and coordinate the popular *Summer Concerts by the River* for the 2018 season. The concerts take place in Waldie Plaza located in the historic district of Antioch.

About the Summer Concerts

Antioch residents have enjoyed concerts along the river during the summer months for many years. Historically, the concerts have taken place on Saturdays in July and August from 6:00-8:00pm. The concerts provide a family-friendly, grass roots experience for all ages. Visitors are encouraged to bring a lawn chair and picnic dinner, meet their friends, relax by the riverside and sing and dance the night away.

Music has ranged from country, blues and jazz, to pop culture and rock 'n roll, and is always family friendly; no profanity allowed. Antioch takes pride in the diversity of music and community interests that are presented throughout the community. The bands/performers are typically based in northern California and the local region, but concert performances are not limited to groups based within the East Bay.

Waldie Plaza is located along Second Street across from City Hall. The plaza slopes towards the San Joaquin River and offers wonderful views of summer sunsets. There is plenty of free parking for families attending the concert. Access for concert set-up and clean-up is at the foot of I Street.

The City of Antioch desires to host six concerts in 2018: July 14, 21, 28 and August 4, 11, and 18. There may be opportunity for more.

Objectives for the *Summer Concerts by the River* Series

- To provide an engaging experience in the Historic District that becomes a well-known, popular event on the river every summer
- To grow general awareness of the Historic District and the many unique businesses that contribute to high quality of life
- To attract a wide variety of people to historic Antioch and promote the area as a waterfront destination
- To contribute to a beloved arts & cultural scene within the community by providing a quality concert series.

Proposal Specifications

The City of Antioch seeks a turnkey production for its 2018 Summer Concert Series to be provided by an events management company, concert promotion company, or company with similar experiences. The City would like a variety of music that will appeal to a large, diverse audience. The City is interested in exploring options for having multiple levels of music; cost for performance may vary based on genre, etc.

Specifically, the events management company is expected to:

- Seek/audition, book, contract with, and pay the performers;
- Provide a professional sound reinforcement system and engineer on site for the duration of the concert;
- Provide an experienced manager on-site for the duration of the event;
- Oversee general concert production;
- Provide any necessary refreshments to the performers;
- Arrive on-time and have performers start on-time;
- Carry liability insurance as required by the City;
- Hold a valid City of Antioch Business License;
- Abide by all City of Antioch laws; and
- Assist the City of Antioch Recreation Department with specific needs pertaining to the summer concert series.

Submitting A Proposal

Interested parties should submit a proposal that includes the following:

- A statement demonstrating how you and any collaborators are qualified to undertake the proposed project known as the Summer Concerts by the River;
- A brief narrative describing how you would select performers and develop a well-rounded concerts series;
- At least three references from municipal, community, or recreation agencies including name, agency, address, phone and email; and
- A separate, sealed cost proposal for providing services.

Submit proposals to Nancy Kaiser, Parks and Recreation Director, City of Antioch, Antioch Community Center, 4703 Lone Tree Way, Antioch CA 94531.

Selection Criteria

Proposals will be evaluated based on cost, the contractor's range of experience with similar events, type and diversity of artists, and the quality of their material.

The project will be awarded to the best responsive proposer offering the best value to the City and will be announced by way of publishing to the City's Website. Best value is based on all factors, including; cost (unit prices and total prices), contractors ability, capacity and skill; ability to perform within the time required; character, integrity, reputation, judgment, experience, and efficiency of the contractor; and quality of the contractor's performance on previous purchases or contracts, if applicable.

The City reserves the right to award the contract in whole to one proposer or to award the project line by line and split the contract amongst the proposers, whichever is in the best interest of the City considering the administrative costs to the City for issuing and administering multiple contracts. The City reserves the right to reject any or all proposals, or to waive any minor irregularities or informalities in the proposal. The City reserves the right to change quantities prior to the award. Estimated quantities are no guarantee of a certain quantity to be ordered from City.

Deadlines

The deadline for submitting a proposal is Friday, February 16, 2018, 5:00pm.

For more information please contact Nancy Kaiser, Parks and Recreation Director, by email at: nkaiser@ci.antioch.ca.us.