

City of San Carlos



REQUEST FOR PROPOSALS (RFP)

SPECIAL EVENTS SOUND

RFP Release Date:	Monday, January 29, 2024
Questions regarding this RFP should be directed to:	Lauren Burd, Recreation Coordinator burd@cityofsancarlos.org 650-802-4127
Submittals Due:	Monday, February 12, 2024 @ 4PM

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I. INTRODUCTION

The City of San Carlos is seeking proposals from qualified firms experienced to provide sound services, including speakers, other necessary equipment, and support staff for public community events. The Parks and Recreation Department manages a variety of community events throughout the year, including two multi-day festivals, one concert series, and multiple smaller-scale community events.

It is the Proposing Firm's responsibility to read the entire RFP and to comply with all requirements herein.

II. BACKGROUND

Beginning in 2021, San Carlos Parks and Recreation has taken on a more prominent role in hosting large-scale special events with the goal of encouraging community engagement. These events include but are not limited to large one- and two-day festivals and events, parades, food and artisan markets, concerts, and outdoor movie nights. The goal of this RFP is to identify a vendor who will be able to provide sound services and related supplies to many of these events.

All dates for events in 2024 are scheduled. Future dates are tentatively scheduled. 2024 and future dates of all events are included in Appendix B-Scope of Services.

III. PROJECT DESCRIPTION

Scope of work for this project includes all aspects of portable restroom services, including but not limited to the following:

- 1) Reservation of the required sound engineering equipment and support staff as needed for fourteen (14) community events throughout the year.
- 2) Communication with City staff on an ongoing basis throughout the year in preparation of each event as needed.
- 3) Communication with participating bands/performers in advance of and onsite during each event.

IV. VENDOR INQUIRIES

If a Proposer has any questions regarding any part of this RFP, or finds discrepancies in or omissions from this RFP, the proposer shall submit a written request via email by 5:00 p.m. PST Tuesday, February 6, 2024, addressed to Lauren Burd, Recreation Coordinator, at: lburd@cityofsancarlos.org. **Questions received after this date and time may not be answered.**

The City's responses to questions will be included in an Addendum to this RFP, if necessary, which will be issued and posted the City's website on or before Thursday, February 8, 2024. **Only questions that have been resolved in writing via an RFP Addendum are binding. Oral and other interpretations or clarifications will be without legal or contractual effect.**

V. PROJECT SCHEDULE

The City's target dates for desired project delivery are as follows

Action	Date
Request for Proposals (RFP) Released	Monday, January 29, 2024
Virtual Meeting (not mandatory)	Friday, February 2, 2024 from 1PM-2PM LINK: https://cityofsancarlos-org.zoom.us/j/84815014109 Meeting ID: 848 1501 4109
Vendor Inquiries Deadline	Tuesday, February 6, 2024
Addendum with City's responses to Vendor Inquiries (if applicable)	By Thursday, February 8, 2024
Proposal Due	Monday, February 12, 2024
Possible interview with top firms	Week of February 12, 2024
Contract Awarded	Feb/March 2024

VI. PROPOSAL REQUIREMENTS

The following information must be included in the bid submission.

All responses to this RFP must be made in accordance with these specifications. Failure to adhere to any specification may result in rejection of your proposal. Your proposal must include satisfactory evidence indicating your ability to meet the Scope of Services detailed in this RFP.

Section A - Cover Page

Cover page must include the project name, firm's name, contact person's name, address and phone number and website

Section B – Statement of Qualifications

1) Information/Background of the Firm

Provide a brief introduction of your firm and address the firm's qualifications and experience to meet the specifications and requirement of the events, as well as the size of the firm and the number of years in business.

2) Experience

A list of your experience as it relates to the Scope of Services outlined in this RFP. List each company/agency separately and include the length of time you gained this experience. Please include any sample material for similar projects.

3) References

The names, addresses and phone numbers of at least two (2) business-related references.

Section C – Scope of Services Matrix (Appendix B)

The Scope of Services Matrix (Appendix B) is a list of the City’s desired services for the Special Events Portable Restrooms RFP. The tasks listed are indicated as “Mandatory,” “Desired” and “Optional” requirements.

“Mandatory” tasks are required to efficiently coordinate the event.

“Desired” tasks would bring additional efficiencies to the event.

“Optional” tasks are those that are “nice to have” to improve current processes.

Proposers are to respond to each of the tasks identified in the Scope of Services with one of the following response codes:

Y - Yes, fully complies with specification

N - No, does not comply with specification

F - Future, can implement in future years (please be specific on timeframe)

P - Partial, complies with some aspects of the specification and/or a recommendation for alternate task is suggested to comply with specification

Response Codes “Y and “N” do not require written responses unless the Proposers wish to present additional benefits or opportunities related to their solution and the specification. However, response codes “P” and “F” require a written response. For these response codes, Proposers must describe how and when the specification will be met.

Section D – Project Implementation Plan

The Implementation Plan shall include the following elements:

- 1) A detailed plan describing the approach to accomplishing the tasks identified in this RFP. You should include any steps or tasks not included in the Scope of Services Matrix that you think would positively affect the quality of this event.
- 2) Company name, business address, and phone number for all subcontractors for this project. For each subcontractor, indicate the type of work and length of time they are expected to spend on the event.

Section E – Proposal Pricing Page (Appendix C)

Responding firms shall provide a detailed cost analysis for the entirety of the contract, including basic fee structure and break-down of any other charges related to your firm’s proposal. Please outline the costs for a full five years, should the full contract be awarded and executed.

If there are fees based on hourly rates, provide rates for all team members, the expected range of billable hours, and a “not to exceed” budget.

Section F – Itemized Price List of Products and Services

Please also include an additional full itemized price list of all products and services that you have to offer.

VII. VENDOR SELECTION

Selection Criteria In accordance with the Municipal Code, vendor selection shall be on the basis of demonstrated competence, the professional qualifications necessary for the satisfactory performance of the services required, and a fair and reasonable price.

Proposals will be evaluated based upon, but not limited to, the following criteria:

- Demonstrated understanding of the Scope of Services;
- Responsiveness to the RFP;
- Experience with similar events;
- Quality of the proposal;
- Reference checks; and
- Cost proposal.

Interviews and demonstrations of the most responsive firms are tentatively scheduled for the week of February 12, 2024. Please reserve time that week for a possible interview. All Firms selected for interviews will be notified as quickly as possible.

Non-Obligation

The City retains sole discretion to evaluate submittals and may make an award to the vendor the City deems to be most responsive to the RFP. Receipt of submittals in response to its request for qualifications does not obligate the City in any way to engage any vendors and the City reserves the right to reject any or all submittals, wholly or in part, at any time, without penalty.

The City shall retain the right to abandon the request for qualifications and selection process at any time prior to the actual execution of a contract with a vendor, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

VIII. SUBMISSION INSTRUCTIONS

Please submit an electronic copy of the proposal signed by the firm's authorized agent by email to Lauren Burd, lburd@cityofsancarlos.org with the subject, "RFP – Special Event Rentals" **no later than MONDAY, FEBRUARY 12, 2024 at 4:00 p.m.**

The proposal must be received before the specified time. Late proposals will not be considered.

IX. ADDITIONAL INFORMATION

Service Contract

Should the City select a vendor in response to this RFP, an Agreement for Products and Services Contract (Exhibit A) will be required and any modifications to the terms will be determined by the City. The City is seeking a contract up to 5 years to perform requested services.

Business Registration

Prior to starting any work related to the Agreement, the Contractor and any sub-contractors must obtain a City of San Carlos business registration. The business registration must be kept in full force and be in effect during the full term of the contract.

Insurance

Prior to starting any work related to the Agreement, the Contractor must provide the City of San Carlos with a Certificate of Insurance and all endorsements, naming the City of San Carlos as additional insured. The certificate must be kept in full force and be in effect during the full term of the contract.

ATTACHMENTS

Appendix A – Proposer Checklist

Appendix B – Scope of Services

Appendix C – Cost Proposal Pricing Sheet

Exhibit A – Agreement for Products and Services Template