

NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

STAGE AND SOUND PRODUCTION FOR CITYWIDE EVENTS

in strict accordance with the Specifications on file in the office of the SAN FERNANDO FINANCE DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at SFCITY.ORG/rfps-rfqs-nibs-nois/.

One original and one electronic copy of the proposal must be submitted to the CITY CLERK DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, no later than **4:00pm on Friday, March 21, 2025**. In lieu of providing an original copy, proposals will also be accepted electronically via email and must be received prior to the deadline indicated above. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

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REQUEST FOR PROPOSALS



The Recreation and Community Services Department is requesting proposals for:

Stage and Sound Production for Citywide Events

RELEASE DATE: February 20, 2025

RESPONSE DUE: March 21, 2025

GENERAL INFORMATION

The City of San Fernando is interested in contracting with an experienced and specialized firm to provide stage and sound production for citywide events throughout the year. The required services and conditions are described in the Scope of Work.

BACKGROUND

The Recreation and Community Services Department (RCS) hosts various events throughout the year starting with the 4th of July celebration and followed by concerts and festivals. The events take place in different parts of the City including parks, the downtown mall area, parking lots and the Civic Center. Each event is unique in that the specific needs will depend on the event program or lineup. Generalized service requirements are listed in the Scope of Work. For events that occur on public right of way, such as streets and parking lots, the City will take care of all necessary requirements to ensure the area is available to the firm.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is seeking responsive and competitive proposals from experienced and qualified firms to provide stage and sound production services for citywide events. Interested firms submitting a proposal should become familiar with the Scope of Work detailed in this Request for Proposal (RFP). What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to Julio Salcedo, Recreation and Community Services Director, via e-mail at jsalcedo@sfcity.org. Questions must be received by 5:30 p.m. on **Wednesday, March 5, 2025**. All questions received prior to the deadline will be collected and responses will be emailed by **Thursday, March 13, 2025**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via mail or email. Mail proposals to 117 Macneil Street, San Fernando CA 91340 c/o City Clerk's office. Proposal must be marked to read "City of San Fernando Stage and Sound Production". The electronic submission shall be sent to City of San Fernando City Clerk at cityclerk@sfcity.org and the subject line of the email shall read,

“City of San Fernando RFP – Stage and Sound Production.” Proposals must be received no later than Friday, **March 21, 2025 at 4:00pm.** All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF WORK

General Overview

Event: 4th of July Show | Friday, July 4, 2025

- Time: 4:30pm – 9:30pm
- Stage size: 16x24x4 w/Truss | Stage & Sound Engineer

Event: Summer Concert | Saturday, August 9, 2025

- Time: 7:00pm – 9:00pm
- Stage size: 16x24x4 | Stage & Sound Engineer

Event: Summer Concert | Saturday, August 16, 2025

- Time: 7:00pm – 9:00pm
- Stage size: 16x24x4 | Stage & Sound Engineer

Event: Summer Concert | Saturday, August 23, 2025

- Time: 7:00pm – 9:00pm
- Stage size: 16x24x4 | Light Tree | Stage & Sound Engineer

Event: City's Birthday | Saturday, August 30, 2025 **May change to August 31*

- Time: 5:00pm – 8:00pm
- Stage size: 16x24x4 | Stage & Sound Engineer

Event: Dia de los Muertos Festival | Saturday, October 25, 2025

- Time: 11:00am – 4:00pm
- Stage size: 16x24x4 w/Truss | Stage & Sound Engineer

Event: Holiday Tree Lighting | Saturday, December 6, 2025

- Time: 5:00pm – 10pm
- Stage size: 32x20x4 w/Truss | Stage & Sound Engineer

The selected firm will work directly with City event staff to coordinate the logistics required by each event. The Scope of Work that the firm will include as a minimum in their proposal shall consist of, but not be limited to, the following items:

1. Provide cost estimates for various stage sizes appropriate for outdoor events.
2. Provide cost estimates for sound production and management.
3. Provide cost estimates for lighting, power and backdrop equipment (as needed).
4. Provide staffing and necessary gear to set up, maintain and break down equipment.
5. Coordinate with entertainment groups to ensure proper plot plans are developed.

6. Provide stage and sound technician to be present for the entire event.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is two years, starting July 1, 2025 and ending June 30, 2027.

SCHEDULE FOR SELECTION

RFP Available:	February 20, 2025
Deadline for submittal of Questions:	March 5, 2025
Response to Questions:	March 13, 2025
Deadline for submittal of Proposal:	March 21, 2025
Interviews (if necessary)	March 26 to April 2, 2025
Agreement Presented to Council for Review & Approval:	April 21, 2025

METHOD OF SELECTION AND NOTICES

The Recreation and Community Services Director will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness
- Ability to work effectively and in close collaboration with the City
- Responsiveness to City's issues
- Experience of the firm providing similar services to other municipalities
- Cost effectiveness
- Quality of proposed staff

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email.
2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

2. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project.

3. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's objectives and work requirements and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

4. Include a *Project Staffing* Section

In this section, discuss how the Firm would propose to staff this project(s). Firm's key project team members shall be identified by name, specific responsibilities on the project and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the RCS Director. **There can be no change of key personnel once the proposal is submitted, without prior approval of City.**

5. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.