



# Music & Picnic in the Park 2018

## Event Consultant Request For Proposals

### I. Project Description

The City of Tracy is requesting proposals from various vendors to provide a package of event production services for public programming in the summer of 2018 for the Tracy Arts Commission's annual, outdoor summer concert series. The City desires to enter into an agreement with an event production vendor to provide related services in support of its Cultural Arts Division (CAD) and the Tracy Arts Commission (TAC).

### II. Proposal Requirements

Interested parties shall submit a written proposal to CAD Staff, which should include enough information to demonstrate the approach and ability to accomplish the following tasks. Proposal shall include complete contact information and identify project lead. Proposal shall include a comprehensive not-to-exceed fee to provide the required services below, as well as any additional hourly/daily rates or fees that may be applicable to provide optional services below. Proposal shall include documentation/examples of related public programming.

#### Required Services

- Work with City Staff and TAC to Provide Professional Event Production Services for Public Programming
- Provide Regional Performers as Featured Acts to the Event Series in the following Genre: Country, Party/Dance/Cover, Rock/Arena Rock/Classic Rock, Jazz/Big Band/Swing, Latin, etc.
- Provide Event Design including Staging (approx. 10' x 20'), Pop-ups (5 - 10'x 10' matching canopies), Folding Tables (6) and Folding Chairs (15)
- Provide Audio Technical Support (sound and public address system) to the Event Series
- Provide Lighting Technical Support (illuminate performers on stage) to the Event Series
- Provide Communications and Logistical Support to Event Collaborators including Community Organizations, Business and Hospitality Vendors
- Provide evidence of Comprehensive General Liability Insurance coverage in the amount of \$2,000,000 general aggregate and \$1,000,000 per occurrence for general liability, bodily injury, personal injury, and property damage naming the City of Tracy as Additional Insured, Worker's Compensation as required by the State of California, professional liability for claims made at \$1,000,000 per occurrence, automobile liability claims made at \$1,000,000 per occurrence.
- Obtain and/or provide copy of City of Tracy Business License

#### Optional Services

- Provide Hospitality Vendors (food carts, trailers, food truck, etc.) to the Event Series
- Provide Marketing Services to support Programming through Social Media Promotions
- Provide Marketing Services to support Programming through Community Outreach and Distribution of Promotional Materials

### III. Budget

The City of Tracy's projected total budget for this project shall be determined through a review of the proposals, and a negotiation with the preferred vendor(s).

### IV. Project Time Line

February 26th	Issue RFP
March 12th	Delivery Deadline for Proposals
March 13th	Tracy Arts Commission Meeting – Proposal Review
March/April	Professional Services Agreement Issued to Consultant
April 10th	Tracy Arts Commission Meeting
April/May	Special Events Subcommittee Meeting – Review Performers & Event Design
May 8th	Tracy Arts Commission Meeting – Review and Approve SES Recommendations
June 12th	Tracy Arts Commission Meeting
July 10th	Tracy Arts Commission Meeting
July 12th	Concert #1 – Lincoln Park, 7 to 9 PM
July 19th	Concert #2 – Lincoln Park, 7 to 9 PM
July 26th	Concert #3 – McDonald Park, 7 to 9 PM
August 3rd	Concert #4 – Downtown Park Plaza, 6 to 8:30 PM
September 11th	Tracy Arts Commission Meeting – Review Outcomes of Event Series

It is the desire of the City to complete the research process for final decision by Wednesday, March 21st, 2018.

The City of Tracy reserves the right to change the project timeline.

All of the submitted materials are public records subject to the California Public Records Act.  
Submission of proposal(s) constitutes the acceptance of these terms.

Vendors interested in this project must submit materials by:  
**Monday, March 12th, 2018 by 6:00 PM**

Materials may be delivered to the Grand Theatre Center for the Arts – Box Office, or they may be mailed to:

Tracy Arts Commission RFP c/o  
Grand Theatre Center for the Arts  
715 Central Ave.  
Tracy, CA 95376

All entries must be submitted by mail or delivered by the deadline stated above.  
**Electronic submissions will not be accepted.**

For additional information or questions, please contact: William Wilson, Cultural Arts Manager  
william.wilson@cityoftracy.org