



## REQUEST FOR PROPOSALS FOR CHARM CITY LIVE

**SUBMITTAL DUE DATE: Monday, May 22, 2023 at 4:00pm Eastern Standard Time.**

Please submit one (1) unbound proposal suitable for photocopying, AND an equivalent quantity of information via a PDF file: SUBMITTAL LOCATION:

Eureka Yorkman Attn: CHARM CITY LIVE RFP  
Purchasing Supervisor  
Baltimore City Recreation & Parks Department  
3001 East Drive, Baltimore MD 21217

Email Proposals can be submitted to [Eureka.Yorkman@baltimorecity.gov](mailto:Eureka.Yorkman@baltimorecity.gov) All proposals delivered after the due date and time will not be considered. Firms will be notified of the decision by May 29, 2023. Questions related to this request should be directed via email to: [Eureka.Yorkman@baltimorecity.gov](mailto:Eureka.Yorkman@baltimorecity.gov)

### RFP OBJECTIVE

The City of Baltimore is seeking a qualified production company to produce CHARM CITY LIVE, to celebrate the fall season. CHARM CITY LIVE will take place at City Hall War Memorial Plaza on August 26, 2023, 12 pm - 8 pm.

### BACKGROUND

CHARM CITY LIVE is a music and arts cultural festival in Baltimore, Maryland, often called "CHARM CITY". The family-friendly festival, which takes place in the fall, was founded by Baltimore City Mayor Brandon M. Scott and sponsored by the City of Baltimore. Residents of all ages from all corners of Baltimore City and beyond are invited to celebrate the fall season and the melting pot of vibrant cultures that makes CHARM CITY so special. Beyond the music from national and local artists in various genres, the festival features art, entertainment, and eclectic tastes from local vendors. This event is free and open to the public, with something for everyone to enjoy.

### SCOPE OF WORK: Production

The City of Baltimore (The City), in partnership with the Department of Recreation & Parks, is seeking proposals for the production of CHARM CITY LIVE.

The Contractor will provide and manage all stage, sound, and lighting equipment for the CHARM CITY LIVE talent lineup. All equipment must be set up the day before the event, August 25, 2023, and

removed after the final act, by August 26, 2023, 11:59 pm. The City will provide security during setup, overnight, event, and takedown, but the City is not responsible for the loss of or damage to any equipment.

The Contractor will oversee all the event's production and technical aspects, from directing and hiring production staff, testing equipment, and managing the control room. The Contractor will ensure the setup and working order for all equipment and work with the CHARM CITY LIVE event team to implement the festival vision. The actual performance production (run of the show, sound check, stage, emcee, sound, lights, etc.) will be coordinated with talent management and CHARM CITY LIVE event team input.

The selected production company agrees to provide the following:

- Covered stage - minimum 40' x 40' size to be agreed upon after talent lineup secured.
- Sound system capable of delivering a high-quality live musical experience for an outdoor audience of up to 30,000 people in a park setting, including backline for artists.
- Front-of-house audio mixing board operated from a mutually agreed-upon location. Specific requirements will vary by artist.
- Two (2) Artist tents next to the stage - minimum 10 x 10 size with sides.
- Digital monitors on both sides of the stage projecting the talent and availability to run commercials or videos throughout the event.
- Standard concert stage lighting if required or requested by artists. No lasers.
- Qualified technician onsite to monitor and adjust front-of-house audio and stage monitors during sound check and the entire duration of the concert. The City reserves the right to determine appropriate volume levels and adjust as needed.
- Suitable stage monitors controlled from the front of house or offstage. Specific requirements will vary by artist.
- Sufficient labor for timely setup and teardown.

Specific sound, monitor, and microphone needs will vary by artist. Proposals should include options for groups ranging from individual performers to groups of sixteen.

The concert is from 12:00 am to 8:00 pm at War Memorial Plaza, 100 N. Holliday Street, Baltimore, MD. The City will make all necessary arrangements with city permits required. The Contractor is responsible for stage permits and tent permits for any tent over 400 square feet. The selected company may park at the stage for setup and teardown only.

#### **INSTRUCTIONS FOR PREPARING A PROPOSAL**

Please submit one (1) unbound copy suitable for photocopying AND an equivalent quantity of information via a PDF file to Eureka Yorkman at [Eureka.Yorkman@baltimorecity.gov](mailto:Eureka.Yorkman@baltimorecity.gov).

Submittals should contain a point-by-point response to the following:

1. One-page letter of interest that includes a synopsis of qualifications of the firm or firms, the primary contact stating their professional credentials. Please clearly state the individual

representing the contractual authority of each firm. Qualifications should describe previous performance for produced outdoor festivals of 20,000 attendees or higher.

2. Profile of firm(s) and any subcontractors, including the number of employees, ownership structure, location, and relevant experience working on similar projects within the last five (5) years. Indicate percentage ownership by women and minorities.
3. A detailed event plan, including equipment, staffing, a setup schedule, event activities, and teardown.
4. A proposed cost estimate for this project's necessary materials, rentals, labor, and services.
5. Disclosure of any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof.
6. Proof of your firm's liability insurance and proof of insurance for any subcontractors.
7. Disclosure of any litigation or legal disputes over the past five years or in the foreseeable future. If applicable, please describe.

Failure to respond to all points above in the proposal may be grounds for rejection.

#### **SELECTION PROCESS AND CRITERIA**

A review committee will evaluate all responses to this Request for Proposals. Interviews may be required. The basis for evaluating proposals shall include the following:

- The demonstrated ability to complete the project.
- Professional excellence.
- Demonstrated experience and competence in providing services, price structure, and process.

The committee may contact any or all respondents to clarify the submitted information. Firms will be notified in writing whether or not their proposal has been selected for this project.

#### **Important Considerations**

The City reserves the right, at its sole discretion, to:

1. Reject any or all submittals.
2. Waive minor informalities of a submittal.
3. Cancel, revise, or extend this solicitation.
4. Request additional information as deemed necessary.

This Request for Proposals does not obligate the City of Baltimore to pay any costs incurred by any respondent in submitting a proposal.

The City will give preference to firms located in the City of Baltimore and, secondly, in the State of Maryland when other considerations are equal.

The City reserves the right to cancel this Request For Proposals at any time; to void this Request For Proposals and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate financial and other arrangements; to establish further criteria for selection; to ask the respondent(s) to submit additional information concerning any aspect of respondent's submission whatsoever; and to negotiate with respondent(s) as to any part of respondent's proposal whatsoever.

Respondent(s) shall carefully examine this Request for Proposals and make all necessary investigations to fully inform themselves of the local conditions and requirements under which work is performed. Respondent(s) shall familiarize themselves with all applicable federal, state, and local statutes, regulations, and ordinances relating to the conduct of work pursuant to this Request for Proposals and shall comply with all applicable federal, state, and local laws, ordinances, and rules and regulations. No pleas of ignorance of conditions, statutes, or ordinances will be accepted as an excuse for any failure or omission on the part of the respondent to fulfill every requirement of the Request for Proposals and to perform as described in such respondent's proposal.

In connection with the contract resulting from this Request for Proposals, the Contractor agrees that in performing any services resulting from this Request for Proposals, neither they nor anyone under their control will permit discrimination against any business, employee, applicant, client, or subscriber because of race, creed, color, disability, religion, sexual orientation, national ancestry or origin.

The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.