



REQUEST FOR QUOTES: AUDIO CONSULTANT SERVICES

Description: Through this Discretionary Procurement for New York State Certified Minority and Women Owned Business Enterprises (MWBES) request for quotes (“RFQ”), the Trust seeks to solicit quotes from experienced audio production companies to provide artist advancement, sound production and equipment rental services (the “Services”) to support a variety of outdoor programs. These Services shall include, but not be limited to on-site audio technicians, sound equipment, music equipment and Talent management.

Proposals Must Include:

- Information Form (Exhibit 1)
- A Complete Pricing Bid Chart (Exhibit 2)
- Proof of Certification as a New York State Minority or Women Owned Business Enterprise
- Brief Statement of Approach to the Services, as outlined in the Scope of Services (Exhibit 3)
- Client List, with a specific focus on other government or outdoor events without existing infrastructure (Exhibit 4)
 - Provide contact information for a minimum of three (3) references of similar industry for whom audio services have been provided for at least one event.

The Trust has the right to approve none, one or multiple vendors for the season as a result of this RFQ.

Contracting Process: All questions regarding this scope must be submitted via email in writing to audioconsultant@hrpt.ny.gov.

Submissions: All responses to this request for quotes are due by **5:00 PM on Tuesday, March 14, 2023**, and must be emailed to audioconsultant@hrpt.ny.gov.

The form of contract that accompanies this RFQ must also be reviewed by respondents. The Trust intends to award a contract that would commence April 3, 2023, for one year, with four optional one-year renewals.

The Trust’s selection will be based 30 percent on the Pricing Bid Chart, 50 percent on the Statement of Approach and 20 percent on the Client List.

SCOPE OF SERVICES

Throughout the year, Hudson River Park provides free and low-cost recreational, educational, and cultural programming opportunities for the public. A select number of these outdoor programming opportunities (the “Events”) feature performers (the “Talent”) that require a specific level of technical audio expertise and equipment to produce. The awarded respondent will assist with the production of these outdoor, musical Events, which may include but not be limited to Sunset on the Hudson and Jazz at Pier 84. More about Hudson River Park programming may be found at hudsonriverpark.org.

The Services, as listed in detail below, shall be used for the following Events:

Sunset on the Hudson series

- **Description:** In-person music series showcasing local New York performers. Featured Talent may range from a small, three-piece band to a twenty-five person plus choral group or full orchestra.
- **Series Dates:** Every Friday, from June 2 – September 1, 2023, for a total of fourteen (14) Events
- **Scheduled Hours:** 3:00 – 10:00 PM
 - o **Band Load-In:** 4:00 PM
 - o **Sound Check:** 5:00 – 6:30 PM
- **Event Start Time:** 7:00 PM
- **Event End Time:** 9:00 PM
- **Location:** Hudson River Park’s Pier 45 at Christopher Street

Jazz at Pier 84 series

- **Description:** In-person music series in partnership with Jazz Foundation of America, featuring local jazz musicians performing on Manhattan’s riverfront. Featured Talent may range from three to eight or more-piece set-ups and may be any subset of jazz or musical performance.
- **Series Dates:** Every Wednesday, from June 8 – August 16, 2023, for a total of ten (10) Events, except July 5
- **Scheduled Hours:** 3:00 – 9:00 PM
 - o **Band Load-In:** 4:00 PM
 - o **Sound Check:** 5:00 – 6:30 PM
- **Event Start Time:** 7:00 PM
- **Event End Time:** 8:30 PM
- **Location:** Hudson River Park’s Pier 84 at West 44 Street

Task 1: Artist Coordination & Advancement

The Consultant shall manage all technical advancement and communication for booked Talent for both the Sunset on the Hudson and Jazz at Pier 84 music series. This shall include, but not be limited to:

- Maintain regular email and when necessary, phone communication with Talent from pre-season introduction to post-performance wrap-up, with Trust supervision.
- Advance all technical aspects of the show, including but not limited to sharing technical specs of available equipment, confirming the number and type of mics and other amplification and backline needed for the performance, understanding the equipment Talent will be bringing to site and how it will be set-up, and obtaining stage plots and input lists in advance of the Event.
- Communicate critical on-site details to Talent including but not limited to call time, load-in/ out details, venue location and contact information.
- Act as on-site technical point of contact for Talent.

Task 2: On-Site Equipment Set-Up and Tear-Down

The Consultant shall have the following responsibilities in relation to sound equipment on-site; they shall include but not be limited to:

- Set-up all sound and music equipment in advance of the event, including but not limited to speakers, monitors, sound board, backline and microphones and assist in Talent load-in.
- Tear-down all sound and music equipment after the event, including but not limited to speakers, monitors, sound board, backline and microphones and assist in Talent load-out.

Task 3: On-Site Sound Engineering Services & Talent Assistance

The Consultant shall have, but not be limited to, the following responsibilities on-site regarding sound engineering services and technical management:

- Be responsible for the overall sound design of the Events; successfully provide a professional mix.
- Provide and direct the technical layout to Talent.
- Mic, plug-in and amplify all appropriate equipment; manage and execute the sound check with Talent in a timely fashion.
- Oversee music set-up and break-down, including sound, music, and audio equipment.
- Audio Control Boards operation during the Event.

The Trust shall provide on-site support in the form of a Seasonal Supervisor or Trust staff, to help manage non-technical load-in and out and general site support. That person shall also be the primary point of contact for all non-technical questions.

Task 4: Sound Equipment Management

The Consultant shall provide Audio equipment for each Event including, but not limited to, a minimum of two (2) speakers 1500W or higher, five (5) monitors and mixes, one (1) twenty-four (24) input sound board with all effects, power amplifier, ten (10) or more SM57 and ten (10) or more SM58 or comparable mics and all corresponding necessary cables, speaker stands, mic stands, performance



specific mics, additional monitors, and any other necessary equipment. The Consultant shall also ensure the proper care and handling of all equipment.

Task 5: Backline Rental & Management

The Consultant shall coordinate with Talent to rent, bring, and manage the required backline for each performance. This may include but will not be limited to:

- Drum kit with throne and rug
- Bass amp, speakers, and power amps
- Keyboard, amp, stand, throne
- Bass guitar
- Electric guitar, amp(s)

Task 6: Staffing

The Consultant shall provide a minimum of two (2) audio technicians per Event.



EXHIBIT 1

**RESPONDENT'S INFORMATION FORM
(To Be Fully Completed by Respondent)**

[INSERT NAME OF RESPONDENT]

Signed by: _____

Printed Name: _____

Title: _____

Respondent's Address: _____

Notice Address (if different from above): _____

Respondent's Telephone Number: _____

Respondent's Fax Number: _____

Respondent's E-mail Address: _____

Respondent's Tax I.D. Number: _____

Attach a copy of the New York MWBE Certification Form

EXHIBIT 3

BRIEF STATEMENT OF APPROACH

EXHIBIT 4

CLIENT LIST

1.

2.

3.
