



REQUEST FOR PROPOSAL

**2023 *WHISTLER SUMMER CONCERT SERIES*
Whistler Olympic Plaza**

PRODUCER

RFP# RMOW-2023-WSCS

A. PROJECT OVERVIEW

The Resort Municipality of Whistler (**RMOW**) is a recipient of Municipal and Regional District Tax (**MRDT**) funds from the Province of British Columbia and is working with a wide range of organizations in-resort and externally to develop and produce services and programs to grow tourism.

RMOW programs funded by MRDT include the Festivals, Events & Animation (**FE&A**) initiative, an important component of which is the *Whistler Summer Concerts Series (WSCS)* – free, outdoor live music performances suitable for all ages in *Whistler Olympic Plaza (WOPL)* designed to enhance the overall guest experience.

RMOW, as Executive Producer of the FE&A program and owner/operator of WOPL, is seeking individuals and/or an organization with expertise in programming and producing live outdoor concerts to serve as:

**PRODUCER for 2023 WSCS
Contract to October 19, 2023**

B. SCOPE OF WORK

Producer will report to both RMOW Manager of Village Animation & Events and RMOW Supervisor of Festivals, Events, and Animation, and will work with a total budget of \$775,000 to deliver:

- a) **Programming** for WSCS
- b) **Administration** as it relates to WSCS
- c) **Performer Services** for WSCS
- d) **Technical and Production Services** for WSCS

PLEASE NOTE: the budget will not incur costs for use of WOPL including:

- Venue rental
- In-house lighting equipment, in-house audio equipment, stage, and other general equipment in-house as identified in Section E
- Hydro and distribution
- Janitorial or maintenance services
- Overnight and/or crowd security

Producer Responsibilities:

- a) Programming
 - i. Provide RMOW with recommendations for talent for live music performances in WOPL on the following show dates:
 - Week 1: Saturday, July 1 (Canada Day performance)
 - Week 2: Thursday, July 6; Friday, July 7
 - Week 3: Thursday, July 13, Friday, July 14
 - Week 4: Thursday, August 3; Friday, August 4
 - Week 5: Thursday, August 10; Friday, August 11
 - Week 6: Thursday, August 17; Friday, August 18
 - Week 7: Thursday, August 24; Friday, August 25
 - Week 8: Thursday, August 31

Assume shows will:

- Include a DJ opener at 6:30pm
- Run between 90 and 150 minutes (whether one act or more than one act)
- Conclude no later than 10:00pm including encore

b) Administration

- i. Upon RMOW approval of talent including MC(s):
 - a. Negotiate, draft, and execute all contracts
 - b. Execute all financial transactions related to WSCS (including SOCAN fees)
 - c. Sub-contract and compensate personnel and services as may be required to deliver WSCS
 - Ensure all personnel retained by the Producer are registered with WorkSafeBC
 - Ensure that all personnel are qualified and, if required, certified to perform their duties; e.g. rigging
 - d. Arrange and pay for commercial general liability insurance (naming RMOW and Whistler Village Land Company as additional insured) in an amount no less than \$3,000,000 for any one occurrence
 - e. Ensure all performers have commercial general liability insurance (naming RMOW and Whistler Village Land Company as additional insured) in an amount no less than \$3,000,000 for any one occurrence
- ii. Provide a summary of expenses including copies of invoices to the RMOW by October 6, 2023
- iii. Collaborate with RMOW as may be required to ensure the success of the 2023 WSCS

c) Performer Services

- i. Manage and pay for the performer experience in Whistler for all performers and MC(s) including:
 - a. Travel planning including transportation, accommodation, arrival
 - b. Performance set-up, rehearsal, timely payment of performance fees, strike, and departure
 - Green Room services including décor, food, beverages, special occasion licenses, towels, etc.
 - For WOPL, RMOW will provide Green Room space and furniture at no cost

d) Technical & Production Services

- i. Arrange and pay for all equipment and services – lighting, audio, backline, video, decor, and all other equipment that may be required – that is incremental to the in-house equipment indicated in Section E.
- ii. Install in-house lighting and audio as they relate to WSCS
- iii. Front-of-House set up, removal, and on-site storage
- iv. All equipment installed by 9:00 am, Wednesday, June 28
- v. Recommend all necessary maintenance, repairs, cleaning, annual servicing, and certifications of in-house equipment indicated in Section E.
- vi. Arrange and coordinate services and billing for all necessary maintenance, repairs, cleaning, annual servicing, and certifications, of in-house equipment indicated in Section E the cost of which will be paid from a separate RMOW budget.

C. SUBMISSION REQUIREMENTS

a) Please submit:

- i. Name and address of the proponent
- ii. Relevant experience: provide a brief description – 1 page each – of three (3) previous projects:
 - a. Name, owner, and date of projects
 - b. Overview of duties
 - c. Summary of outcomes
 - d. Three (3) references
- iii. For WSCS 2023:
 - a. Identify the project lead, programming lead, technical services lead
 - b. Recommend the process and timeline to deliver WSCS
 - Assume a start date of Monday, February 13, 2023
 - c. Recommend a preliminary but probable allocation of the \$775,000 budget for each of:
 - Administration; i.e. total for programming, legal, finance, reporting, insurance, etc.
 - Talent Fees; i.e. total allocation; not weekly detail

- Performer Services; total allocation; not weekly detail
 - Technical Services; i.e. total allocation for equipment and services
 - Producer Management Fee
- d. Recommend a schedule of payments by RMOW to Producer

b) Assessment

i. Proposals will be assessed with the following weighting:

- Relevant experience 25%
- Relevant Whistler experience 25%
- Budget allocation 40%
- Process and timeline 10%

ii. RMOW may:

- Contact proponents to request clarification during the assessment process
- Ask proponents to participate in a meeting which will be included as part of the assessment
- Conduct reference checks
- Use publicly available information as part of the assessment

c) Submissions and Inquiries

i. The deadline for proposals is **Monday, January 23, 2023 at 5:00pm Pacific**

ii. Proposals must be submitted via e-mail in pdf format to:

- Bob Andrea bandrea@whistler.ca
- Christa Vandenberg cvandenberg@whistler.ca

iii. Inquiries must be e-mailed to Bob Andrea and Christa Vandenberg

D. TERMS AND CONDITIONS

1. Confidentiality

- 1) RMOW shall keep confidential and shall not use or disclose, directly or indirectly, any information contained in proposals other than for the purpose of assessment.
 - 2) Notwithstanding the foregoing, the provision above shall not apply to knowledge, information, documents, or materials that have entered the public domain, or have become known to RMOW prior to receiving the proposal, or are permitted to be disclosed by the prior written consent of the proponent, or have become known to RMOW from a source other than the proponent, or are independently developed by RMOW.
 - 3) To the extent non-disclosure of confidential information would violate the Freedom of Information and Protection of Privacy Act (British Columbia), as amended from time to time, **(FOIPPA)**, RMOW may disclose such confidential information solely to the extent and to the recipient(s) as required to comply with FOIPPA.
2. This RFP is not intended to create a legally binding relationship, and neither the proponent nor RMOW have the right to make any claims against the other with respect to this RFP.
3. The proponent acknowledges that this RFP pertains specifically and exclusively to RMOW's 2023 WSCS, and that RMOW has no obligation, requirement, or responsibility to engage proponents beyond the context of this RFP. Notwithstanding the preceding sentence, RMOW in its sole and absolute discretion reserves the right to renew the contract with the successful proponent on an annual basis beyond the term identified in this RFP.

No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and RMOW by this RFP process.

4. RMOW may cancel or amend this RFP process at any time without liability.
5. RMOW may disqualify a proponent or rescind an agreement subsequently entered into if the proponent's proposal contains misrepresentations or any other inaccurate, misleading, or incomplete information.
6. Engaging in Conflict of Interest activity may result in a proponent's disqualification from this RFP process. For the purposes of this section, the term "Conflict of Interest" means if – in relation to this RFP process – a proponent engages in conduct, directly or indirectly, that may give the proponent an unfair advantage, including:
 - 1) Communicating with any person with a view to obtaining preferred treatment in this RFP process (including but not limited to lobbying of decision makers involved in this RFP process).
 - 2) Engaging in conduct that compromises the integrity of this RFP process.
7. The proponent and RMOW will each bear their own costs associated with or incurred through this RFP process, including any costs arising out of or incurred in the preparation and issuance of the RFP, the preparation and submission of a proposal, and the conduct of assessment, interviews, demonstrations, discussions, negotiations or any other activities related to this RFP process.
8. In addition to information provided in proposals, RMOW may use publicly available information as part of the assessment, and may also consider the proponent's past performance with RMOW.
9. The proponent may not communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without obtaining written permission from RMOW.
10. RMOW will not return proposals or any documentation submitted by proponents unless the proposal is formally withdrawn by the proponent prior to the deadline for submitting the proposal.

E. WOPL EQUIPMENT AND SPECIFICATIONS

STAGE

- Concert Stage 48'w x 40'd x 52"
- Monitor Wing 12' x 16' x 24"
- Guitar World Wing 8' x 16' x 24"
- Ramp 8' x 40'
- Trip Lips on all open edges
- Railings on all no-performance sides
- Fresh paint (black) on all flat surfaces

LIGHTING SYSTEM

a) Lighting System – Fixtures, Dimming, Control

- 24 x ELAR RGBW LED Pars
- 6 x ColorForce 72 RGBA LED Cyc
- 12 x Source 4 Leko – 575 Watt
- 12 x 36 Degree Leko Lens
- 12 x 26 Degree Leko Lens

- 12 x Source 4 Par – 575 Watt
- 12 x Medium Par Lens
- 12 x Narrow Par Lens
- 1 x ETC 24 x 2.4K Dimmer
- 6 x ETC 20amp Constant Power Modules for Dimmer
- 1 x ETC SmartFade 24/96 Analog Lighting controller
- 1 x Grand MA PC Digital Lighting controller (Laptop based)
- 1 x 1024 Channel USB DMX interface for Grand MA PC

b) Lighting System – Truss and Rigging

- 10 x 8' x 16" Truss – Black
- 4 x 36" x 36" Truss Base Plates – Black
- 8 x CM 1-ton Chain Motors
- 1 x 8-way Skoenberg Motor Distro
- 1 x 8-way Skoenberg Motor control
- 18 x 6' Gak Flex Sling
- 18 x 3' Gak Flex Sling
- 36 x 5/8" Shackles

c) Lighting System – Stage/Other

- 1 x Stumpfl 13.5' x 24' Projection Screen system
- 5 x Panels of backdrop drape
- 3 x Panels of wind walls

d) Lighting System – Layout:

- The WOPL lighting system is complemented with a fully installed Soca-pex patch system installed in the roof.
- The Soca-pex patch panels are located in the back, middle and front roof areas, located for easy use with any stage location.
- These patch points also supply Chain Motor power via a standard C6 Hubble plug.
- Rigging capacity of the entire roof area is capped at 52,000Lbs, distributed.
- All rigging is accomplished via 1-ton I-beam clamps and can be located anywhere on the grid.
- The installed house grid consists of 70 points located on 10' centers house left to right and 8' centers upstage to downstage.

AUDIO SYSTEM

a) Audio System –Mid-sized Line Source Array

- 12 x L'acoustics KARA Mid-hi's
- 2 x L'acoustics KARA M-Bump rigging bumpers with M-Bar extension
- 8 x L'acoustics SB18 Subwoofers
- 2 x L'acoustics SB18 M-Bump rigging bumpers
- 1 x L'acoustics KARA-Pullback bumper for center hangs
- 4 x LA48 Network controlled Power Amplifiers with processing
- 4 x CM .5-ton Chain Motors with Distro and control
- 2 x 4-way Skoenberg Motor Distro

b) Audio System – Accessories

- 1 x BSS London Blue100 Audio Digital Signal Processor

- 1 x ACER Wireless control Tablet for London Blue100
 - All audio input and output control done via wireless tablet
- 1 x Lenovo ThinkPad Wireless Tablet for London Blue100
- 1 x Systemtec High Gain Wi-Fi Antenna for full venue coverage
 - This Wi-Fi antenna is for audio control only and does not pass internet
- 1 x Apple Air-play Wi-Fi router
 - Allows wireless music to be played through the system from any Apple device with Wi-Fi
- 1 x Shure UR Wireless Microphone Receiver
- 2 x Shure UA870 Extended Range Antenna
- 1 x Shure Beta 58a Wireless Handheld Microphone
- 1 x Shure WCM16 Cardioid Headset Microphone
- 1 x Shure U1 Wireless Belt-pack

c) Audio System – Layout:

- The Line source array can be configured in several different locations.
- Installed in 4 locations in the roof, Audio Soca-pex patch panels allow the system to be flown left & right of the Festival Stage or left & right of the Pavilion Stage.
- Additional Soca-pex panels on the ground allow the system to be Ground-stacked left & right of any temporary stage outside but adjacent to the permanent WOPL infrastructure or left & right under the permanent roof in WOPL.
- Subwoofers can be flown from the array or ground-stacked.

GENERAL VENUE EQUIPMENT

- Shared office space
- Folding tables
- Folding chairs
- Genie Lift 80' (upon request)
- Stage Risers
- 10' x 10' Pop-up tents
- Barricades
 - Mojo Barriers
 - Aluminum Barricades

END OF DOCUMENT