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Category: Conferences & Meeting Space

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Issue Date: 2/28/2012

Contract Number: N/A

HUGH L. CAREY BATTERY PARK CITY AUTHORITY -
CONCERT PRODUCTION COORDINATOR

Description:

HUGH L. CAREY BATTERY PARK CITY AUTHORITY - Concert Production Coordinator

Currently, BPCA is seeking written proposals for an events production coordinator to produce the 2012 + 2013 segments of the River to River Festival which takes place in Battery Park City - 7 one-night concert events beginning in June, and running through mid July (6/20, 6/21, 6/26, 6/27, 7/2, 7/10, 7/11). Production coordinator must have extensive experience in setting safe and appropriate exterior lighting and interpreting individual lighting for each artist in a professional and artistic manner. Production coordinator will also be responsible for oversight of sound production, management technical direction and artist interface. The producer will be responsible for the coordination of site surveys, overseeing stage and technical set-up, load-in/load-out, hiring of all technical crew and the procurement of vendors for all technical requirements. Production coordinator must consult with BPCA staff to facilitate artists' needs and ensure the effective operation of the festival. Coordinator must have experience in producing large scale events. There is no Additional Bid Package. Proposals must be sent by mail only with the proposal title printed on envelope.

Requirements: Interested firms (or individuals) must fill out the Mandatory forms packet for consideration. The forms can be found at:

http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf. The completed forms are a required part of your proposal submission and must be included with the following: Proposals should assume a two year contract with an option for a one year renewal. Responses must include (1) four copies of description of ability to provide services requested above: (2) four copies of references (3) four copies of proposal which must include cost for proposed services based on specifications above, and a separate proposed cost for the complete Concert

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Production Coordination.

Selection will be based on the following criteria: 60% Experience in Concert Production and delivery. 25% Fee, 15 % M/WBE participation.

Questions pertaining to this advertisement must be submitted by email to Nidia Reeder at nidia.reeder@batteryparkcity.org. (No proposals will be considered without the completed mandatory forms). Late proposals will not be considered. "Proposer will submit with their proposal a copy of the company's EEO or Diversity Program policy along with a breakdown of all company staff by job classification, race and gender."

Proposers must include all requirements in this advertisement and submit their response in a sealed envelope clearly marked "RFP for River to River Concert Production Coordinator" c/o Nidia Blake-Reeder, Public Information" and must be delivered to the 24th floor front desk at Battery Park City Authority, One World Financial Center, NY, NY 10281 no later than 4:00pm on the date listed below, as time stamped by BPCA's clock at the desk. BPCA WILL NOT ACCEPT LATE PROPOSALS SO PLEASE LEAVE AMPLE TIME TO PASS SECURITY. BPCA will not accept proposals faxed or electronically transmitted. Other communications with BPCA personnel including Board Members may be grounds for elimination from the selection process and, in the event of communication(s) with a person who is not the "Designated Contact" could be grounds for a finding of non-responsibility. Specifically, proposers are restricted from making contact with anyone other than the Designated Contact during the Restricted Period, which for purposes of this RFP shall mean the period between the time of publication of the advertisement through the approval of the procurement contract by BPCA (the restricted period). Employees of BPCA are required to obtain and record certain contracts during the Restricted Period, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all State contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, BPCA hereby establishes a goal of 15% for Minority-owned Business Enterprises (MBE) participation and 15% for Women-owned Business Enterprises (WBE) participation. As a condition of this procurement, the contractor and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Contractors must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how BPCA will determine a contractor's "good faith efforts", refer to 5 NYCRR § 143.8. Additionally, Offerors must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

For questions on MWBE participation and sub-contracting goals, please contact Mr. Anthony Peterson at (212) 417-2337.

Battery Park City Authority reserves the right to cancel or withdraw in whole or in part this RFP at its sole discretion. Proposers will be notified in the event the RFP is cancelled via the Battery Park City Authority website.

Minority Sub-Contracting Goal: 15%

Women Owned Sub-Contracting Goal: 15%

Due Date: 3/20/2012 4:00 PM

Contract Term: 2 years

Location: Battery Park City

Contact: Nidia Blake Reeder Public Information
Hugh L. Carey Battery Park City Authority
One World Financial Center
New York, NY 10281
Phone: (212) 417-2000

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