

VASHON PARK DISTRICT

REQUEST FOR PROPOSALS



2026 SUMMER CONCERTS IN THE PARK SERIES

PROFESSIONAL SOUND SERVICE

RFP RELEASE DATE:

TUESDAY, JANUARY 13, 2026

PROPOSALS DUE:

TUESDAY, JANUARY 27, 2026

No Later Than 5:00 PM PDT

DELIVER PROPOSALS TO:

VASHON PARK DISTRICT

Attn: Eric Wyatt

17130 Vashon Highway SW | Vashon, WA 98070

Email: ewyatt@vashonparks.org

Phone: (206) 463-9602

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REQUEST FOR PROPOSALS (RFP):

Professional Sound Services for 2026 Summer Concerts in the Park

1. Introduction

The Vashon Park District (the “District”) is soliciting proposals from qualified firms to provide professional sound services for its **Concerts in the Park** summer concert series at Ober Park. The intent of this Request for Proposals (RFP) is to select a Contractor capable of delivering dependable, professional-grade audio production services for outdoor public performances. Concerts will be held at 7:00 PM on July 30, August 6, 13, 20, and 27, 2026.

All concerts will be held outside at Ober Park, located at 17130 Vashon Highway SW, Vashon, WA 98070. The District uses a BilJax 20x30 stage for all performances. Indoor contingency plans will be in place in case of rain. Attendance numbers typically range from 400 to 1,000 people.

2. Project Scope

The Contractor shall furnish all labor, supervision, equipment, materials, transportation, and incidentals necessary to provide professional sound reinforcement services for each concert in the series.

2.1 General Responsibilities

The Contractor shall:

- Provide a complete, professional-grade sound system suitable for outdoor concerts featuring a full band and opening act.
- Perform all delivery, load-in, installation, testing, operation, monitoring, and removal of sound and related production equipment.
- Provide a qualified and experienced sound engineer to mix and manage audio for each concert, from load-in through load-out.
- Provide continuous on-site technical support for the full duration of each event.
- Coordinate with District staff regarding schedules, site access, and operational requirements.

2.2 Equipment Requirements

The Contractor shall:

Supply all sound reinforcement equipment and accessories necessary for successful event execution. Equipment shall be commercial- or professional-grade and may include, but is not limited to:

- Digital front-of-house mixing console with remote control capability.
- Digital stage input/output and signal distribution.
- Main public address (PA) system with subwoofers and full-range speakers appropriate for outdoor environments.
- Stage monitor system capable of supporting multiple monitor mixes.

- Amplification, digital signal processing, and system control hardware.
- Microphones, microphone stands, cabling, and related accessories.
- Power distribution, cable management, and protective cable ramps as required for public safety.
- Basic concert lighting sufficient for performer visibility.
- Equivalent or superior equipment may be substituted, subject to approval by the District.
- Additional considerations to the request for proposals, although not required for consideration, include:

2.3 Staffing & Labor

The Contractor shall:

- Provide sufficient qualified personnel to support equipment setup, live sound mixing, monitoring, troubleshooting, and teardown.
- Ensure all personnel are trained in safe work practices and live event production standards.
- Be solely responsible for labor coordination and supervision.

2.4 Transportation & Logistics

The Contractor shall:

- Provide all transportation, delivery vehicles, and cartage required for equipment.
- Conduct load-in and load-out activities in compliance with park access restrictions and District schedules.

2.5 Standards & Compliance

- All work shall be performed in a professional manner consistent with industry best practices.
- Equipment and operations shall comply with applicable safety regulations, noise ordinances, and District policies.
- Contractor shall comply with all applicable federal, state, and local laws.

3. Insurance Requirements

The Contractor shall procure and maintain, at its own expense, insurance coverage for the duration of the contract.

Minimum insurance requirements shall include:

a) Commercial General Liability

Not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including bodily injury, property damage, contractual liability, and products/completed operations.

b) Automobile Liability

Covering owned, non-owned, and hired vehicles with limits of not less than \$1,000,000 combined single limit.

c) Workers' Compensation

As required by Washington State law, including Employer's Liability coverage.

The Vashon Park District, its commissioners, officers, employees, and agents shall be named as Additional Insureds on Commercial General Liability and Automobile Liability policies. Coverage shall be primary and non-contributory.

Certificates of insurance and required endorsements shall be submitted prior to contract execution. Failure to maintain required insurance shall constitute a material breach of contract.

4. Indemnification

The Contractor shall defend, indemnify, and hold harmless the Vashon Park District, its commissioners, officers, employees, and agents from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or related to the Contractor's performance of the work, except to the extent caused by the sole negligence of the District.

This obligation shall survive the termination or expiration of the contract.

5. Evaluation Process & Criteria

Proposals will be evaluated using a best-value selection process. The District may request clarification, additional information, or conduct interviews as part of the evaluation.

Evaluation criteria shall include, but are not limited to, the following:

a) Firm Experience and Qualifications

Demonstrated experience providing professional sound reinforcement services for outdoor concerts or similar public events, including qualifications of proposed sound engineer(s).

b) Technical Approach and Equipment

Quality, suitability, and reliability of the proposed sound system and production approach, and the ability to meet the Scope of Work.

c) Staffing and Event Support Plan

Adequacy of staffing levels, including the provision of a dedicated sound engineer to mix sound for each concert, and sufficient technical support personnel.

d) Past Performance and References

Proven record of successful performance on comparable projects, including references from public agencies or similar clients.

e) Responsiveness and Compliance

Completeness of the proposal, adherence to RFP instructions, and compliance with insurance and contractual requirements.

f) Cost Proposal

Overall cost reasonableness and value to the District. Cost may be evaluated separately from technical criteria.

6. Right to Reject / Best Interest of the District

The Vashon Park District reserves the right to reject any or all proposals, waive informalities or minor irregularities, and accept the proposal that, in the judgment of the District, best serves the interests of the District.

The District is not obligated to award a contract solely based on the lowest cost.

7. Proposal Submission Requirements

Proposals shall be prepared in a clear, concise, and well-organized manner using the submission form in Attachment A. Only electronic submission is permitted. No hard copy proposals will be accepted.

7.1 Proposal Format

Proposals shall be submitted as a single, searchable PDF file and shall include the following sections, organized in the order listed below:

a) Cover Letter

- Brief introduction of the firm.
- Identification of the primary contact person, including name, title, email address, and phone number.
- Statement acknowledging receipt of the RFP and any addenda.
- Statement confirming the proposer's ability to meet all requirements of the RFP.

b) Firm Profile and Experience

- Legal name of the firm and years in business.
- Description of relevant experience providing sound reinforcement for outdoor concerts or comparable public events.
- Description of experience working with public agencies, park districts, or municipalities.

c) Technical Approach and Equipment

- Narrative describing the proposer's approach to providing sound reinforcement services for the Concerts in the Park series.
- Description of proposed sound system and production methodology.

- Confirmation that proposed equipment meets or exceeds the requirements outlined in the Scope of Work.

d) Staffing and Key Personnel

- Description of the proposed staffing plan for each concert.
- Identification of the sound engineer(s) who will mix sound for each show, including qualifications and relevant experience.
- Description of roles and responsibilities of all technical staff.

e) Project Schedule and Availability

- Confirmation of availability for all scheduled concert dates.
- Description of anticipated load-in, sound check, performance, and load-out timelines.

f) References

- A minimum of three (3) references for comparable projects completed within the past five (5) years.
- Include client name, organization, contact person, phone number, and brief project description.

g) Cost Proposal

- Detailed cost proposal clearly identifying all costs associated with providing the required services.
- Costs shall include all labor, equipment, transportation, and incidentals necessary to perform the work.
- Cost information shall be clearly identified and separable from the technical proposal.

h) Required Forms and Certifications

- Evidence of required insurance or a statement confirming ability to meet insurance requirements upon award.
- Copies of required business licenses.

7.2 Electronic Submission Method

- Proposals shall be submitted electronically to the email address identified in the RFP (*see page 10: Submittal Instructions*).
- The subject line of the submission shall clearly reference the RFP title.

- The District is not responsible for submissions that are not successfully received due to technical issues.

7.3 Submission Deadline

- Proposals must be received electronically by the date and time specified in the RFP.
- Late submissions will not be accepted.

7.4 Proposal Validity

Proposals shall remain valid for a minimum of ninety (90) days after the submission deadline.

7.5 Questions and Addenda

- All questions regarding this RFP must be submitted in writing by the deadline specified in the RFP.
- Responses to questions and any addenda will be issued electronically and made available to all known proposers.
- Oral interpretations or clarifications shall not be binding.

8. Scoring

All proposals submitted in response to this RFP will be evaluated in accordance with the objectives mentioned above and the following criteria, with a given point value listed below. Total scores will be tabulated, and the highest-ranked firm will enter into negotiations.

Selection Criteria—RFP	Description	Points Available
Firm Experience & Qualifications	Experience providing professional sound for outdoor concerts or comparable public events; qualifications of proposed sound engineer(s).	20
Technical Approach & Equipment	Quality, suitability, and reliability of proposed sound system and production approach; ability to meet the Scope of Work requirements.	15
Qualifications and Experience of Key Staff	Adequacy of staffing levels, including the provision of a dedicated sound engineer to mix each concert and sufficient technical support personnel.	15
References & Past Project Samples	Record of successful performance on comparable projects; quality of references from public agencies or similar clients.	20
Responsiveness & Compliance	Completeness of proposal, adherence to RFP instructions, and compliance with insurance and contractual requirements.	10
Proposed Project Cost	Overall cost reasonableness and value to the District.	20
Total Points Available Per Proposal		100

9. Selection & Notification

Following evaluation of proposals, the Vashon Park District intends to select the proposer whose proposal is determined to be the most advantageous to the District, based on the evaluation criteria and scoring outlined in this RFP.

9.1 Selection

- The District may select one or more proposers for further consideration, interviews, or clarification before final selection.
- The District reserves the right to negotiate the final scope of services and contract terms with the highest-ranked proposer.
- If a mutually acceptable agreement cannot be reached, the District may discontinue negotiations and enter into negotiations with the next highest-ranked proposer.
- Final selection is subject to approval by the Vashon Park District and successful completion of contract negotiations.

9.2 Notification

- Upon completion of the evaluation and selection process, the District will issue a Notice of Intent to Award to the selected proposer.
- All proposers will be notified electronically of the selection outcome.
- Proposal evaluation materials may be subject to public disclosure in accordance with Washington State public records laws.

9.3 Contract Execution

- The selected proposer shall be required to execute a written contract with the District and submit all required insurance documentation before commencement of work.
- Failure to execute the contract or provide required documentation within the time limit specified by the District may result in rescission of the award.

Estimated Selection & Approval Schedule

Request for Proposals Open	January 13, 2026
Questions/Clarifications Due	January 21, 2026
Answers Provided by	January 24, 2026
Deadline for Proposals	January 27, 2026 (5:00 PM)
Evaluation of Proposals	January 28-29, 2026
Announce Decision	January 30, 2026
Contract Negotiations	February 2026
Project Close Out	March 2026

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all communications concerning the RFP should be directed to Eric Wyatt, Recreation Manager, via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Agencies should rely only on written statements by the Recreation Manager or Tim Stapleton, Executive Director.

Name: Eric Wyatt, Recreation Manager
Email: ewyatt@vashonparks.org

Submittal Instructions

This section is provided for convenience and summarizes the submission requirements outlined in Section 7.

Proposals must be received no later than 5:00 p.m. PDT on January 26, 2026.

Proposals shall be emailed to:

Vashon Park District

Name: Eric Wyatt, Recreation Manager
Email: ewyatt@vashonparks.org

The proposal's subject line should read: “**VPD 2026.001 Sound RFP**”

Vashon Park District
2026 Summer Concerts in the Park
Sound & Lighting Professional Services
Proposal Response Form

This form is provided for the proposer's convenience. Respondents may attach additional pages as needed. All information submitted becomes part of the official proposal.

1. Proposer Information

Legal Firm Name:

Bandstand Music Inc

Business Address:
PO Box 548

Vashon, WA 98070

Primary Contact Name & Title:

Laird Gonter - President

Phone Number: (253)318-5732
(____) ____ - ____

Email Address: bandstand@comcast.net

Years in Business: 62

2. Authorized Signature

I certify that I am authorized to submit this proposal and that all information provided is true and complete.

Authorized Representative Name: Laird Gonter

President
Title: _____

Signature:  _____

Date: 01 / 13 / 2026

3. Firm Experience & Qualifications

Describe your firm’s experience providing professional sound reinforcement for outdoor concerts or similar public events.

Bandstand Music has provided the Northwest with the best in Sound, Lighting, and Production Support Equipment for over 60 years. We have supported events such as the WA State Fair, WA Summercon, Vashon Concerts in the Park, Vashon Strawberry Festival, and many other festivals and events throughout the region.

4. Technical Approach & Equipment

Describe your technical approach and list the major sound and lighting equipment proposed for this project.

We would supply state of the art sound equipment that is tailored for this particular outdoor venue base on many years of experience in the field. The sound system would provide even coverage throughout the audience space. The lighting equipment would be minimal yet effective in providing a smooth coverage of the stage for the bit of time when the sun has gone down.

5. Staffing & Event Support Plan

Identify the sound engineer(s) and key technical staff who will support each concert. Include qualifications and roles.

We would supply two qualified audio engineers with one dedicated to on-stage monitor mixing and musician support with the other dedicated to the front of house audience mix. The engineers are very familiar with this particular venue and have years of experience behind them. We would also employ 1-2 locals for load in, setup, and load out labor. These local hands are often learning within the events trade and this offers a great paid learning experience in their field of choice.

6. Project Schedule & Availability

Confirm availability for all concert dates and describe load-in, soundcheck, performance, and load-out timeline.

Bandstand Music has equipment availability and staff that is familiar with this event space. We would plan to arrive at the venue no later than 1PM and be prepared for sound check by 4PM. Load out would typically be completed by 10:30PM. As an island owned company the equipment would be on the island the days prior to the event eliminating any and all risk associated with transporting equipment and staff onto the island the day of the event.

7. References

Provide at least three (3) references for comparable projects completed within the past five (5) years. Include telephone and email addresses.

1. WA State Fair - Various Stages, Festivals, and Events

Cari Dixon

carid@thefair.com 253.841.5002

2. Steel Creek - Live Concerts and Venue Support

Jon Tartaglia

jtag19@gmail.com 253.861.5632

3. Vashon Center for the Arts - Live Concerts and Venue Support

Jesse Bell

Jesse@vashoncenterforthearts.com

206.259.3037

4. Vashon Chamber of Commerce - Vashon Festival

Cheryl Lubbert

cheryllubbert@mac.com 206.910.3939

8. Cost Proposal

Provide a detailed cost proposal including all labor, equipment, transportation, and incidentals. Attach additional sheets if necessary. Respondents shall complete the cost table below. All costs shall be inclusive of labor, equipment, transportation, setup, operation, teardown, and incidentals. Attach additional pages if necessary.

Cost Category	Description	Cost Per Concert	Total Cost (All Concerts)
Sound System & Equipment	Equipment matching the last few years of this series	1891	<u>\$9,455</u>
Sound Engineer / Mixer	Front of House Engineer - Martin Feveyear	455	<u>\$2275</u>
Additional Technical Staff	Driver, Load In/Out Monitor & Stage Patch Engineer - Laird Gonter	650	<u>\$3250</u>
Lighting (if applicable)	Lighting for General Stage Wash	135	<u>\$675</u>
Transportation / Cartage	Cargo Truck Including Fuel & Ferry Fare	150	<u>\$750</u>
Other (specify)	Local Crew Labor for Load In / Out	440	<u>\$2200</u>
Other (specify)	Misc Support Hardware - EzUp, Cable Ramps, 4x4 PA Risers	200	<u>\$1,000</u>
Other (specify)	Package & Sponsorship Discount	-1700	<u>-\$8500</u>
	Cost Per Show \$2,221.00	Total Prop. Cost:	<u>\$11,105.00</u>

Subtotal: \$2221.00

Sales Tax (if applicable): \$213.05

Total Cost Per Concert: \$2434.05

Total Cost for Entire Concert Series: \$12,170.25