



ORLAND PARK

RFP #25-014

Day of Show Band Production

PROJECT DETAILS

Overview

The Village of Orland Park seeks proposals for day of show concert production, hospitality and backstage security services for the Centennial Park West Concert Series and the Taste of Orland Park for one year term with the option to renew for 2 additional years at the Village's discretion.

The Centennial Park Concert Series includes three one-day concerts with Artists performing on the Centennial Park West stage (15609 Park Station Blvd.). Concerts are expected to be hosted in June, July and August 2025. Services are needed for all artists performing between 4p – 10p on each of the concert dates. Projected 2026 and 2027 event dates expected to be one weekend date (Friday, Saturday or Sunday) during June, July and/or August. Exact dates are dependent upon securing Artists and may vary each year.

The Taste of Orland Park will take place August 1, 2 & 3, 2025 at the Centennial Park West venue. Services are needed for headliner Artist performing on August 2, 2025 with projected performance time of 9-11pm. Projected event dates are July 31-August 2, 2026 and August 6-8, 2027.

Vendor/staff must be present, from first call time of the day until completion of load-out.

Scope of Work

For each production date, it shall be the sole responsibility of vendor to:

- Artist Hospitality: Advance the Artists' dressing room hospitality requests and provide shopping lists as mutually agreed upon per the contract advance and rider requirements preferably not less than 30 days prior to concert date.
 - The Village of Orland Park will purchase, and deliver to the venue, all hospitality foods and beverages based upon the mutually agreed upon rider advance.
- Ground Transportation: Reserve and coordinate all ground transportation: from/to airport to/from hotel, to and from the venue with the Artists' management based on the contract advance and rider requirements.
 - The Village of Orland Park will create an account and pay the selected transportation company directly.
- Stage Production/Backline: Reserve and coordinate all backline based on contract and rider advance requirements.
 - The Village of Orland Park will pay the selected backline company directly.
- Security: Identify, schedule and coordinate unarmed, qualified security personnel acceptable to the Village and that meets the event needs specified by the artist's rider and the Village. Advance security requirements with Artist. Security personnel will perform backstage duties as required by the rider advance.
- Stagehands: Advance stagehand requirements, identify, schedule and coordinate the appropriate number of qualified stagehands consistent with rider requirements as per advance.
- Review backstage site plan and communicate changes to Village staff at least two weeks prior to concert date.

Day of Show Services

- Manage Day of Show Ground Transportation: Coordinate all day of show ground



ORLAND PARK

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Day of Show Band Production

- transportation logistics including, but not limited to confirming drivers, identifying and communicating to Village personnel departure and arrival times from Artist's pick-up location. Resolving all issues that may arise with Artists' ground transportation.
- Hospitality: Coordinate, manage, oversee and provide all Artists on-site hospitality. Serve Artists' meal(s) and maintain hospitality suites, tents, and dressing rooms as mutually agreed upon per the contract advance and rider requirements.
 - Stage Production/Backline: Coordinate the delivery and pick-up of all Artist backline. Oversee, and provide labor for stage changeovers in a timely manner and in accordance with venue and Artist needs and expectations.
 - Security: Manage, supervise and direct security personnel as specified in the Artists' rider and by the Village.
 - Runner: Ability to conduct multiple tasks during the event including transportation of bus driver to/from hotel and artist accommodations/needs as they become available. Other duties may include acting as a courier, helping to keep stage and backstage areas clean and tidy, distributing set schedules and other paperwork, security assistant, etc.
 - Stage Manager: Responsible for ensuring the smooth execution of performances, coordinating all aspects of production; oversee all aspects of sound check and technical requirements; communicate effectively with all performers, stagehands and tech crew; develop and distribute schedules/call sheets; ensure the safety of the cast and crew by maintaining a clean and hazard-free environment; coordinate the technical aspects of production, such as lighting and sound with audio/visual staff; manage the backstage operations during performances, resolve any issues that may arise during the production process, ensuring the show runs smoothly; record and report any changes or problems during a performance and facilitate communication between the front of house and backstage teams.
 - Run of Show: Manage day-of-show timeline with Artists in an efficient manner including but not limited to sound checks, handling Artists' day of show demands, pre-scheduled meet and greets, artist merchandise tent(s), artist comps, provide & manage backstage passes, stage turnover and other day of show needs required to successfully produce concerts and provide for Artists' needs.

Exhibit A, Centennial Park West and Taste of Orland Park Grounds Map.

Unit Price Sheet -Additional Services. Quantities listed are for proposal purposes only.

Provision of Labor by Vendor

The Vendor shall furnish all labor, supplies, personnel and supervision to provide services. The Vendor shall provide a crew of experienced operators to execute services.

The Vendor shall not allow any employee to perform work who is intoxicated or under the influence of a controlled substance.

All vendor employees must be identified with clean and neat uniforms with name tag/s in accordance with Village's direction and as specified in artists' rider.



ORLAND PARK

RFP #25-014

Day of Show Band Production

PROPOSAL SUBMISSION

Each proposal submitted to the Village of Orland Park shall include, without limitation, the following information:

- Experience: Describe the experience of the company and your involvement in projects of similar size and scope. Include the names of at least three (3) references and provide address and telephone information for each reference.
- The vendors grant the Village permission to contact said references and ask questions regarding prior work performance.

Operating History: Provide background information on your company, including, but not limited to, the age of the business, the number of employees and pertinent financial data that will permit the Village to determine the capability of the vendor to meet all contractual requirements.

Qualifications: List the abilities, qualifications, licenses, description identifying the role of each person who would be assigned to each production including their experience with productions of similar size and scope.

Vendors: Provide a list of vendors that may be utilized including stagehands, security firm, transportation services, and backline.

Proposed Fees: State the proposed fee utilizing the RFP Unit Price Sheet. The Village is exempt from all Federal and State tax; proposals must quote prices which do not include such tax. The Village reserves the right to split production dates among multiple proposers as it sees fit to best meet the needs of the productions.

Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Overall cost
- Qualifications of proposer as demonstrated by event productions of similar size and scope.
- Ability to meet event deadlines
- Overall staffing plan and experience of proposed staff.
- Vendor List (that will be utilized)
- Proposer's references

LOCATION OF WORK AND SPECIFICATIONS:

Event: Centennial Park West Concert Series
Event: Taste of Orland Park

Address: 15609 Park Station Blvd.
Address: 15609 Park Station Blvd.

It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, sub-Consultant's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service, the Consultant shall pay such excess from its own funds, and the Village shall not be



ORLAND PARK

RFP #25-014

Day of Show Band Production

required to pay any part of such excess, and the Consultant shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than the proposed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Consultant.