

City of Cohoes

Request for Proposals

## **Cohoes Music Hall Management**

Proposals to be received by 4:00pm on May 21, 2020 or postmarked by May 21, 2020

Submit Proposals to:

James Bouchard, Treasurer

City of Cohoes

97 Mohawk Street

Cohoes, NY 12047

**REQUEST FOR PROPOSALS  
COHOES MUSIC HALL**

The City of Cohoes is seeking proposals from qualified entities to provide management operations at the Cohoes Music Hall.

**Deadline:** Proposals must be post-marked or hand-delivered by May 21, 2020.  
Late proposals will not be considered.

Please send three complete copies of the proposal to:

Cohoes City Hall  
Attn: James Bouchard, Treasurer  
97 Mohawk St.  
Cohoes, NY 12047

The envelope in which the proposal is contained must state "Music Hall Management Proposal."

The RFP is designed to facilitate the evaluation and selection of an experienced entity that is best able to achieve the City's objectives. The proposal shall contain a table of contents. All pages shall be numbered and major sections and all attachments shall be referenced in the table of contents. The proposal must contain an executive summary of no more than two pages.

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in the proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in the RFP.

Submission of a proposal shall be deemed authorization for the City to contact Respondent's references. Evaluation of proposals will be conducted by the City based on information provided in the Respondent's proposals and on such other available information that the City determines to be relevant. The evaluation of proposals may include meetings with authorized personnel and may involve the use of a third-party consultant.

The Respondent selected by the City will be required to enter into a Professional Services Agreement (PSA) with the City. The establishment of a PSA is contingent upon approval by the City Council.

It is expected that a Professional Services Agreement resulting from this RFP shall commence on August 1, 2020.

Respondents shall provide sufficient information in their written proposals to enable the City review team to make a recommendation to the Mayor. The City reserves the right to invite any or all respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The City is under no obligation to select any of the Respondents.

The Cohoes Music Hall is a treasured historic facility built in downtown Cohoes with an approximate seating capacity of 450 with a stage dimension of 30' wide and 16' deep.

The Cohoes Music Hall is owned by the City of Cohoes. The city is seeking to contract with an entity to manage the Cohoes Music Hall. The successful Respondent will be responsible for all operations at the Cohoes Music Hall

**Proposals will be rated on:**

1. How the proposal fits with the City of Cohoes' mission to bring arts and commerce to our downtown.
2. The contribution the proposal makes to the greater Cohoes arts community.
3. Integration of programming with our youth and schools.
4. The creativity, innovation, uniqueness or interest of the proposal.
5. The past experience of the entity making the proposal.
6. Direct financial impact of the proposal on the City of Cohoes.

It is very important that the city understands your vision for the project, its scope, and how it will fit into the unique space of the Cohoes Music Hall. It is even MORE important, with the scarcity of funds and space, that we understand WHY your group can succeed at the Cohoes Music Hall.

**Proposal Format**

You are free to organize your proposal any way you wish, but please keep them concise and to the point. At a minimum, each proposal should include the following:

**Cover Letter/Executive Summary**

Give us an executive summary containing an overview of the proposal and its merits.

**Contact Information**

Contact person(s), contact numbers, e-mail, website, etc.

**The Specifics**

1. How is your company qualified to succeed at the Cohoes Music Hall?
2. Please articulate your artistic vision, mission, and history.
3. What educational, audience development and/or outreach components are part of your program?
4. How will your group make Cohoes Music Hall a better venue?
5. How will your company approach transitioning booked acts, staffing, memberships, etc from the current management company?
6. How long of a contract is being proposed?
7. What services would the city be required to provide?

**Describe the following**

1. Ticketing strategy
2. Projected impact on the community
3. Staffing plans
4. Non-ticketing earned theatre revenues
5. Theatre and performing arts programs

## 6. Marketing plans

### **Safety, Insurance**

The successful applicant will be required to maintain comprehensive, general liability insurance with liability limits of \$2,000,000.00.

### **Funding & Budget**

What is your funding strategy? What costs, if any, will the City be responsible for? What income, if any, could the City receive? Please include a general overall business plan for your intentions including from where the expected/hoped funding for your work will come.

### **References**

Please provide the names and telephone numbers of two or more persons familiar with your professional work.

### **Communications**

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process, and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following City staff person (“City Contact”):

James Bouchard  
Treasurer  
City of Cohoes  
97 Mohawk Street  
Cohoes, NY 12047  
Email: [jbouchard@ci.cohoes.ny.us](mailto:jbouchard@ci.cohoes.ny.us)

No contact is permitted with any City staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the City will respond to all timely questions submitted via e-mail to the City Contact. Questions and the responding answers will be sent via email to all Respondents who have provided an e-mail address to the City Contact. The City’s failure to timely respond or provide responses to any questions shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

### **Miscellaneous**

The City reserves the right to amend or withdraw the RFP in the City’s sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the City shall have no liability for any costs incurred by any Respondent.

The City may request additional information from any Respondent to assist the City in making its evaluation.

The proposal and all materials submitted with the proposal shall become the property of the City and will be subject to NYS Freedom of Information Law. If any proprietary information is submitted with the proposal, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission of a proposal shall constitute a binding offer by the Respondent to provide the services at the prices described therein until such time as the parties enter into a PSA.