



SERVICES AGREEMENT

This Services Agreement (“**Agreement**”) is effective as of the date of the last signature below and is between the City of Everett, a Washington municipal corporation (the “**City**”), and Service Provider identified in the Basic Provisions below (“**Service Provider**”). This Agreement is for the purpose of the Service Provider providing the services as set forth in this Agreement. This Agreement includes and incorporates the Basic Provisions, the attached General Provisions, and the documents listed as Agreement Documents in the Basic Provisions.

BASIC PROVISIONS	
Solicitation	2026-010 AUDIO VISUAL SERVICES FWC 26 FAN ZONE WATCH PARTY
Service Provider	Audio Engineers Northwest
	5701 48th Drive NE, Suite C Marysville, WA 98270
	sean@audioengineersnw.com
City Project Manager	Tyler Chism
	City of Everett – Community Development 2930 Wetmore Avenue Everett, WA 98201
	TChism@everettwa.gov
Brief Summary of Work	Audio-Visual (AV) production service supplier to deliver turnkey AV services for four (4) outdoor FWC 26 Fan Zone Watch Parties on June 11, 12, 18, and 19, 2026.
Completion Date	December 31, 2026

BASIC PROVISIONS	
Extension Provision	NONE
Maximum Compensation Amount	\$198,322.00
Agreement Documents	<p>The following documents (“Agreement Documents”) are incorporated by reference and are hereby made a part of this Agreement: this Services Agreement; the General Provisions; the solicitation and addenda thereto, including without limitation any Instructions, specifications, and any other document included in the solicitation, and the following document(s), if any:</p> <p>Audio Engineers Northwest Proposal Response in its entirety dated 2/12/26 and RFP 2026-010, AUDIO VISUAL SERVICES FWC 26 FAN ZONE WATCH PARTY</p> <p>Service Provider’s response to the solicitation is part of the Agreement Documents, but only to the extent the response is responsive to the solicitation and is in accordance with Section 1 of the General Provisions.</p> <p>During the Contract term, the City may issue one or more purchase orders, each of which will operate as notice to proceed, but only for the Work specified in the purchase order. A purchase order is only a notice to proceed, and the purchase order’s preprinted terms and conditions are not part of this Agreement.</p>
Service Provider Insurance Contact Information	Next First Insurance Agency, Inc.
	(855) 222-5919
	support@nextinsurance.com

BASIC PROVISIONS	
Willful Wage Violation Certification	<p>By signing this Agreement, the Service Provider certifies that, within the five-year period immediately preceding the date of Service Provider’s signature, the Service Provider has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW. This certification covers any entity, however organized, that is substantially identical to Service Provider. An untrue certification by Service Provider is a material breach and cause for Agreement termination.</p>
Additional Provision(s)	NONE
State Retirement Systems (must answer both questions)	<p>Does Service Provider have 25 or more employees?</p> <p style="text-align: center;">Answer: No</p> <p>If Service Provider has less than 25 employees, did any Service Provider Personnel who will work under this Professional Services Agreement retire under a DRS retirement system?</p> <p style="text-align: center;">Answer: No</p> <p>“DRS retirement system” refers to any of the following Public Employers’ Retirement System (PERS), School Employees’ Retirement System (SERS), Teachers’ Retirement System (TRS), and Law Enforcement Officers and Fire Fighters plan (LEOFF).</p> <p>“Service Provider Personnel” includes Service Provider employees and owners (such as shareholders, partners or members). If Service Provider is a sole proprietor, then “Service Provider Personnel” refers to the sole proprietor.</p>

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, the City and Service Provider have executed this Agreement, which includes and incorporates the above Basic Provisions, the attached General Provisions, and the Agreement Documents listed in the Basic Provisions.

**CITY OF EVERETT
WASHINGTON**

AUDIO ENGINEERS NORTHWEST



Sean Walker

Cassie Franklin, Mayor

Signature: _____

Name of Signer: Sean Walker

Signer's Email Address: sean@audioengineersnw.com

Title of Signer: CEO

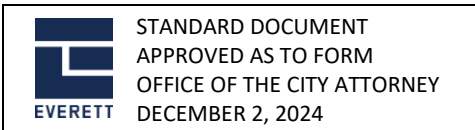
04/20/2026

Date

ATTEST



Office of the City Clerk



**ATTACHMENT
SERVICES AGREEMENT
(GENERAL PROVISIONS)**

1. **Engagement of Service Provider.** The City hereby agrees to engage Service Provider, and Service Provider hereby agrees, to perform the work in a competent manner and provide the services described in the Agreement Documents. The work so described is hereafter referred to as “Work”.
 - A. Without a written directive of an authorized representative of the City, Service Provider shall not perform any services that are in addition to, or beyond the scope of, the Work.
 - B. If Service Provider’s proposal or other document generated by Service Provider is incorporated or attached as an Agreement Document or any part of Agreement Document or in any amendment or task or work order pursuant to this Agreement, then such proposal or document is part of this Agreement solely to the extent that it describes the Work, the Work schedule, and the amounts or rates to be paid for such Work. Service Provider expressly agrees that no terms or conditions from such proposal or document are incorporated or included into this Agreement, unless the to-be-included term or condition is specifically referenced in the “Additional Provision(s)” portion of the Basic Provisions.
 - C. In the event of difference or conflict between parts of this Agreement, Service Provider shall be bound by whichever is more stringent on Service Provider, except that the following provisions in the Basic Provisions shall always govern: the Completion Date, the Maximum Compensation Amount, the Extension Provision, and the Additional Provisions.
2. **Time of Beginning and Completion of Performance.** This Work shall commence as of the date of mutual execution of this Agreement and shall be completed by Completion Date stated in the Basic Provisions. The Completion Date may be extended as set forth in the Basic Provisions.
3. **Compensation.**
 - A. The City shall pay Service Provider only for completed Work and for services actually rendered which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment and incidentals necessary to complete the Work.
 - B. Service Provider shall be paid such amounts and in such manner as described in the Agreement Documents.
 - C. Total compensation, including all services and expenses, shall not exceed the Maximum Compensation Amount in the Basic Provisions.
 - D. If Service Provider fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Service Provider’s conduct.
4. **Method of Payment.** To obtain payment, the Service Provider shall follow procedures as required by the City Project Manager.
5. **Termination of Contract.** City reserves the right to terminate this Agreement at any time by sending written notice of termination to Service Provider. Unless terminated for Service Provider’s material breach, Service Provider shall be paid for Work completed prior to termination.
6. **Subletting/Assignment of Contracts.** Service Provider shall not sublet or assign any of the Work without the express, prior written consent of the City.

7. **Indemnification.** Except as otherwise provided in this Section, Service Provider hereby agrees to defend and indemnify and save harmless the City, and the Port of Everett, from any and all Claims arising out of, in connection with, or incident to any negligent or intentional acts, errors, omissions, or conduct by Service Provider (or its employees, agents, representatives or subcontractors/subconsultants) relating to this Agreement, whether such Claims sound in contract, tort, or any other legal theory. Service Provider is obligated to defend and indemnify and save harmless the City pursuant to this Section whether a Claim is asserted directly against the City, or whether it is asserted indirectly against the City, e.g., a Claim is asserted against someone else who then seeks contribution or indemnity from the City. Service Provider's duty to defend and indemnify and save harmless pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of Service Provider. Service Provider's obligations under this Section shall not apply to Claims caused by the sole negligence of the City. If (1) RCW 4.24.115 applies to a particular Claim, and (2) such Claim is caused by or results from the concurrent negligence of (a) Service Provider, its employees, subcontractors/subconsultants or agents and (b) the City, then Service Provider's liability under this Section shall be only to the extent of Service Provider's negligence. Solely and expressly for the purpose of its duties to indemnify and defend and save harmless the City, Service Provider specifically waives any immunity it may have under the State Industrial Insurance Law, Title 51 RCW. Service Provider recognizes that this waiver of immunity under Title 51 RCW was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. As used in this Section: (1) "City" includes the City, the City's officers, employees, agents, and representatives and (2) "Claims" include, but is not limited to, any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damages, irrespective of the type of relief sought or demanded, such as money or injunctive relief, and irrespective of whether the damage alleged is bodily injury, damage to property, economic loss, general damages, special damages, or punitive damages or infringement or misappropriation of any patent, copyright, trade secret, or other proprietary right. If, and to the extent, Service Provider employs or engages subconsultants or subcontractors, then Service Provider shall ensure that each such subconsultant and subcontractor (and subsequent tiers of subconsultants and subcontractors) shall expressly agree to defend and indemnify and save harmless the City to the extent and on the same terms and conditions as Service Provider pursuant to this Section. The provisions of this Section shall survive the expiration or termination of this Agreement.
8. **Insurance.**
- A. Service Provider shall comply with the following conditions and procure and keep in force during the term of this Agreement, at Service Provider's own cost and expense, the policies of insurance as set forth in this Section with companies authorized to do business in the State of Washington, which are rated at least "A-" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable to the City.
1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, Service Provider shall require each subcontractor to provide Workers' Compensation Insurance for its employees, unless Service Provider covers such employees.
 2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
 - B. The above liability policies shall be primary as to the City and the Port of Everett and shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Service Provider to furnish the required insurance during the term of this Agreement.
 - C. The Description of Operations on the Certificate of Insurance must substantially read as follows: "The above commercial general and auto liability policies are primary as to the City of Everett; Port of Everett, have the City of Everett and Port of Everett, its officers, employees, agents, and volunteers as additional insureds; and contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City of Everett."
 - D. Prior to Service Provider performing any Work, Service Provider shall provide the City or the City's designee with a Certificate of Insurance and endorsements acceptable to the City Attorney evidencing the required insurance. Receipt by the City or the City's designee of any certificate showing less coverage than required is not a waiver of Service Provider's obligations to fulfill the requirements of this Section. No statement on a third-party website (such as a Trustlayer) that a requirement is "waived" or "overridden" is a waiver of Service Provider's obligations to fulfill the requirements of this Section.
 - E. Service Provider certifies that it is aware of the provisions of Title 51 of the Revised Code of Washington that requires every employer to be insured against liability of Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Title. Service Provider shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Service Provider shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.
9. **Risk of Loss.** Service Provider shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be solely responsible for any loss of or damage to Service Provider's materials, tools, or other articles used or held for use in connection with the work.
 10. **Independent Contractor.** This Agreement neither constitutes nor creates an employer-employee relationship. Service Provider must provide services under this Agreement as an independent contractor. Service Provider must comply with all federal and state laws and regulations applicable to independent contractors including, but not limited to, the requirements listed in this Section. Service Provider agrees to indemnify and defend the City from and against any claims, valid or otherwise, made against the City because of these obligations
 11. **City of Everett Business License.** Service Provider agrees to obtain a City of Everett business license prior to performing any work pursuant to this Agreement.
 12. **Compliance with Federal, State and Local Laws.** Service Provider shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of work hereunder.
 13. **Compliance with the Washington State Public Records Act.** Service Provider acknowledges that the City is subject to the Public Records Act, chapter 42.56 RCW (the "Act"). All records owned, used or retained by the City are public records subject to disclosure unless exempt under the Act,

whether or not such records are in the possession or control of the City or Service Provider. Service Provider shall cooperate with the City so that the City may comply with all of its obligations under the Act.

14. **Equal Employment Opportunity.** Service Provider shall not discriminate against any employee, applicant for employment, or other person on the basis of race, color, religion, sex, age, disability, marital state, or national origin or other circumstance prohibited by applicable federal, state, or local law or ordinance. Service Provider shall comply with and shall not violate any applicable provisions of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, and all applicable federal, state, or local law or ordinance regarding non-discrimination.
15. **Waiver.** Any waiver by Service Provider or the City or the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.
16. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.
17. **Modification of Agreement.** This Agreement may only be modified by a writing explicitly identified as a modification or amendment of this Agreement that is signed by authorized representatives of the City and Service Provider.
18. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.
19. **Notices.**
 - A. Notices to the shall be sent to the City Project Manager address in the Basic Provisions.
 - B. Notices to Service Provider shall be sent to its address in the Basic Provisions.
20. **Venue.** Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.
21. **Governing Law.** The laws of the State of Washington, without giving effect to principles of conflict of laws, govern all matters arising out of or relating to this Agreement.
22. **Signature/Counterparts.** This Agreement and any amendment thereto may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as an original signature.
23. **Standard Document.** This General Provisions document is a standard City form document. No changes by Service Provider are authorized to the General Provisions. Notwithstanding anything to the contrary in this Agreement, in the event that Service Provider makes unauthorized changes to the General Provisions, such changes are deemed to have never been made and the contract between the City and Service Provider is deemed to be the unchanged standard City form General Provisions in version stated below, regardless of whether the City signs this Agreement in a form that may contain the unauthorized changes.

END OF GENERAL PROVISIONS

FORM 4.01 SUPPLIER COMMITMENT AND INFORMATION

REQUEST FOR PROPOSAL #2026-010 AUDIO VISUAL SERVICES FWC 26 FAN ZONE WATCH PARTY


Company Name: Audio Engineers Northwest		
Company Address: 5701 48th Dr NE Suite C		
City: Marysville	State: WA	ZIP: 98270
Tax ID #: 82-0692766	UBI #: 604093279	
Legal status of supplier organization, i.e., corporation, partnership, sole proprietorship. LLC		
Diversity Certification (if applicable): <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Minority Business Enterprise (MBE) <input type="checkbox"/> Women Business Enterprise (WBE) <input type="checkbox"/> Minority Women Business Enterprise (MWBE) Certification number:		
Website: www.audioengineersnw.com	City of Everett Business License # 68201	
Supplier Contact Name (if different from Authorizing Official): Sean Walker	Supplier Contact Title: CEO	
Supplier Contact Email: sean@audioengineersnw.com	Supplier Contact Direct Phone: (360) 386-4500 X1	
Supplier Contact Address (if different from above):		
City:	State:	ZIP:

By responding to this solicitation, the Supplier understands and agrees to be bound by all requirements and contract terms and conditions contained in this solicitation. By signing this form, the Supplier acknowledges receipt and understanding of any and all addenda issued for this solicitation. This form, signed by an individual authorized to legally commit the Supplier, must be submitted as the cover page.

The Supplier also certifies that:

- I am authorized to commit my firm to this Proposal and that the information herein is valid for 90 days from this date.
- That all information presented herein is accurate and complete and that the scope of work can be performed as presented in this proposal upon the City's request.
- That I have had an opportunity to ask questions regarding this Proposal and that those questions have been answered.
- That this Proposal response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this Proposal and is in all respects fair and without collusion or fraud.

This form may be signed by ink signature, copy of ink signature, copy of signature, e-signature or any other form of signature. By submitting this bid, the bidder agrees that its signature will have the same legal effect as an original ink signature.

Authorizing Official Name: Sean Walker	Authorizing Official Title: CEO
Authorizing Official Email: sean@audioengineersnw.com	Authorizing Official Phone: (360) 386-4500 X1
Authorizing Official Signature and Date : <div style="text-align: center;"></div>	02/12/26

FORM 4.02 PRICE SHEET

**REQUEST FOR PROPOSAL #2026-010 AUDIO VISUAL SERVICES FOR FWC 26 FAN ZONE
WATCH PARTY**

Supplier Name:	Audio Engineers Northwest
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Prices must include providing all services as detailed in the Scope of Work.

1. Provide a firm fixed, not to exceed, lump sum amount for each Section A that includes all services listed in Section 2. Hours are for informational purposes only and do not affect the lump-sum price.
2. Clearly identify any services mentioned in your response that are not included in your proposed fee, such as services that would be an additional expense.

A.	Turnkey Audio-Visual Services for four (4) outdoor FWC 26 Fan Zone Parties	Firm Fixed, Not to Exceed	\$ \$198,322.00
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Task Breakdown	# of hours for task	Cost
Deliverable: Technical Delivery Plan		\$ 39,664.40
Deliverable: June 11 th and 12 th		\$ 79,328.80
Deliverable: June 18 th and 19 th		\$ 79,328.80

B.	<p>Optional Additional Services</p> <p>Provide lump sum costs for any additional services your firm can provide. While hours are estimated, any rates provided must remain in place for the duration of the contract.</p>
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Task Breakdown	# of Hours for Task	Lump Sum Cost for Services Provided
Deliverable:		\$
Deliverable:		\$
Deliverable:		\$

**FORM 4.04 CERTIFICATE OF NON-DEBARMENT/SUSPENSION
REQUEST FOR PROPOSAL #2026-010 AUDIO VISUAL SERVICES FOR FWC 26 FAN ZONE
WATCH PARTY**

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER

INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTIONS

THIS FORM MUST BE COMPLETED BY THE PRIME SUPPLIER AND ANY SUB-TIER SUPPLIERS THAT WILL BE AFFILIATED WITH THE WORK IN THIS QUOTE. RETURN ALL COMPLETED FORMS WITH ORIGINAL QUOTATION PACKAGE.

The Lower Tier Participant (Applicant for a third-party subcontract or subgrant under a federal funded project),

Audio Engineers Northwest hereinafter referred to as *Supplier*, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the Supplier is unable to certify to any of the statements in this certification, such Supplier must attach an explanation to this submittal.

The Supplier, Audio Engineers Northwest, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801 et seq. and Title 2 CFR Part 180 are applicable thereto.



Signature of Authorized Official

CEO

Title of Authorized Official

02/12/26

Date

1. Qualifications and Relevant Experience

A. Briefly describe your company. Include how long the company has been in business.

You know how most events are troubled with technical difficulties? And, if we're being honest don't usually sound that great? Well, we founded Audio Engineers Northwest in 2013 so that Event Producers never have to say "Technical Difficulties" to their clients again!

B. Describe the qualifications of your company, including specific experience providing services at Boxcar Park and experience providing services at similar venues with challenging environments such as wind, weather, outdoor acoustics, and competing with industrial sounds.

Audio Engineers Northwest has been the production company for the "Rock the Boat" Concerts at boxcar along with several 4th of July events and a Sir mix a lot concert there. We have YEARS of experience at the venue with large scale, important events that simply can not fail.

We have also done similar challenging venues such as The Gorge, or White River Amphitheater.

We were a part of the last 747 celebration. Taking place inside a Boeing Hangar in Everett with the bay doors open to see the plane, there were 10,000 people in attendance. John Travolta was the host, the entire C-Suite for Boeing was presenting and a full band playing the breaks and walk on music for each presenter. All the while the production of airplanes never stops, so there was a full machine shop in production 100' behind us. We made it easy and flawless for the client.

C. If awarded this contract, who are you proposing to be the project manager? What is their experience with this work and other aspects pertinent to this project?

Garrett Doran will be the Project Manager for this contract. He has decades of experience in large scale events with high stakes. He can see all of the different angles and logistics to make them come together smoothly and successfully. He was a critical person in of all of the above mentioned events.

D. What characteristics most distinguish your organization from your competitors?

Customer Service and Technical Excellence. There are no "Grumpy Sound guy's" here. Our best clients use us when they have events where failure is not an option. You can rent equipment from many places in town, but the combination of soft skills to interact with VIP talent and attendees along with the highest levels of technical expertise to execute the event is not found anywhere else in the PNW. We are truly the partner that makes you look amazing to your stakeholders.

2. Technical Capability, Approach, and Capacity

A. Describe your approach to this project, including the execution, management, and control of the project.

Our approach will be:

Planning:

- 1 - Get with the city and ensure that we have the latest information on scope and timing.
- 2 - Working with the city, we will computer model the entire space for audio coverage and video cable paths, then overlay that on the city's sitemap for all to see.
- 3 - Once the plan is approved by all stakeholders, we will confirm all needed tech and personnel to execute at the highest possible level. Nobody want's to have an oops at this scale of world coverage.

Execution:

We will build a stage structure that stays for the duration of the contract saving you 50% over bringing in a similar size stage each time. This stage will adhere to or exceed all necessary specifications in this document.

From that structure, we will fly a 18' tall x 32' wide LED wall to show the matches and sponsor logos/content. This will be a stunning option for up to 5,000ppl even in direct sunlight outdoors.

We will also fly from the stage 24 boxes of line array PA to evenly cover the audience area. Ensuring the whole audience gets a great show, not just the front row.

B. Provide a conceptual Technical Delivery Plan, including, but not limited to:

1. Preliminary equipment list

24x Line Arrays

9x Subwoofers

8x Monitors for the artists

2x Mixers

4x Wireless microphones for the presenters

3x Generators

1x Video Wall

3x World Class Audio Engineers

2x Video Engineers

to make sure it's FLAWLESS and you look awesome!

2. Video wall size and specifications, including signal management and reasonable redundancy

1x 18'x32' Video wall Upstage Center to show the FIFA content and sponsor logos. Redundant drivers and signal management included.

2x Video Engineers

3. Stage size and site requirements

40'x24' Stage - Build 6/9 Strike 6/20

4. Audio system design

See Audio Design Attached document

5. Power plan

See Power Design Attached document

6. Staffing plan

See Staffing Attached document

7. Proposed load-in and load-out schedule.

See attached Schedule Document

C. What is your availability for this project? Please include a statement of other work currently underway or anticipated to be in progress during the project's time frame, and show how you intend to schedule projects so that this project is also accomplished.

We are available and have reserved the "A" Team for you. All other work is secondary.

D. Does your firm intend to subcontract any portion of this contract? If so, please provide the following: name of the firm(s), the percentage of work to be performed by each subcontractor, and a description of the nature of work performed by each.

3. Communication and Customer Service

A. How do you ensure that all stakeholders are kept informed, and what channels will be used for communication?

We provide a secure work drive link to a folder with all of our documents regarding the event to all stakeholders necessary. This keeps everyone working with one source of truth.

Most communication will be via email or Zoom unless the city has a preferred method.

B. How do you handle changes or adjustments to the project, and what communication protocols will be in place for such changes?

We are here to serve you. We will make whatever changes are necessary to ensure success of your vision and commitments to your stakeholders. Email any needed changes to garrett@audioengineersnw.com

Small changes can be accommodated in the current scope, large changes will have a change order accompanying them.

C. Provide examples that demonstrate your ability to provide effective communication and customer service.

The best example is just to call the below references and ask them why they keep coming back to us for more than a decade now.

4. Risk, Performance, and Quality Assurance

A. Submit no more than five (5) completed relevant project experiences within the past five years that demonstrate successful contract performance similar in size and scope as described in this RFP, including any government experience. Include the following for each reference:

#1

Cruzin 2 Colby
Scott Pattison CEO
pattisonscott@yahoo.com
(425) 870-5606

Rock the Boat -
07/17-19/2025
07/18-20/2024

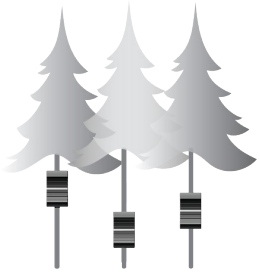
Full service concert production. Stage, Audio, Lighting, Power in Boxcar Park
#2

Everett Music Initiative
Ryan Crowther CEO
ryan@lookleftmusic.com
(206) 679-0848

Fisherman's Village Music Festival - 05/16-18 for the last 10 years or so.

B. Have you defaulted on any contracts within the past five years or failed to meet contract terms? If so, describe.

NO



Audio Engineers Northwest

Proposed staffing plan

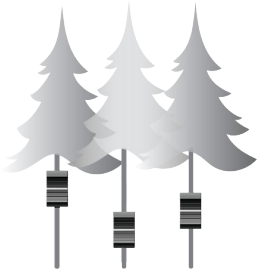
Provided by Garrett Doran, Director of Operations for AENW
FIFA viewing party
Boxcar Park
Everett WA

Preliminary crew counts:

- 1) STAGE (14 total)
 - a. 1 x Stage build lead
 - b. 1 x head rigger
 - c. 4 x climbers
 - d. 8 x stage hands
- 2) AUDIO (5 total)
 - a. A1 lead
 - b. A2 assist
 - c. Systems engineer
 - d. 2 x A3 hands
- 3) Lighting (3 total)
 - a. LD lighting designer
 - b. ME electrician
 - c. L3 assist
- 4) VIDEO (7)
 - a. Video department lead
 - b. LED lead tech
 - c. 4 LED assistants
 - d. Video department
- 5) Other (8)
 - a. Generator tech / site electrician
 - b. Forklift operator
 - c. Production manager (PM)
 - d. CDL class A driver
 - e. 4 x class C truck driver
- 6) Grand total production team of 37 personnel
 - a. All of these numbers will be adjusted on an as-needed basis to match the developing needs of the event

Notes:

- 1) All production crew booked and managed by AENW.
- 2) All lead positions are available for 24/7 support
- 3) Additional logistics yard available at the AENW warehouse, 15 minutes from the work site
- 4) AENW has provided all of the above services and labor positions for past events in this venue, giving our crew familiarity with the layout and logistics
- 5) AENW also has an IT team available to assist and consult with content if needed



Audio Engineers Northwest

Proposed schedule plan

Provided by Garrett Doran, Director of Operations for AENW

FIFA viewing party

Boxcar Park

Everett WA

Build

- 1) Load in starts one week prior to event, on June 4th
 - a. Meet with City, Port, and staging department on 4th and 5th to map layout and begin initial build
 - b. Tech teams continue build through the weekend after layout is approved
- 2) Present functioning stage system to client on Monday, June 8th
- 3) All systems stress-tested by June 10th
 - a. LED wall system fully built, flown, scaled, mapped, power tested at max brightness
 - b. Audio system fully built, flown, tuned, power tested at max SPL
 - c. Lighting system built, flown, focused, power tested at max bright and movement
 - d. All generators mains power systems will be measured for load balance and peak current draw

Show

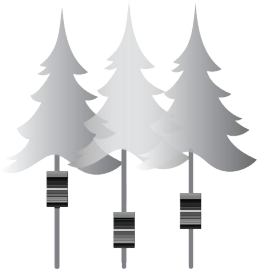
- 1) Full system test will be done the morning of every show day
 - a. Daily crew call 2 hours before any performers arrive on site
- 2) Daily show crew will consist of department lead and assistant each for audio, lighting, video
 - a. Additional technicians and laborers will be assigned based on the performance content of each day
- 3) Control elements on the ground will be packed up and secured each night
 - a. This will vary depending on weather
- 4) Generator fuel levels will be checked each day prior to powering on
 - a. Fuel canisters will be brought in daily for refueling, no fuel tanks stored on site

Strike

- 1) Audio, lighting and video to strike immediately after last show, the night of June 19th
- 2) Staging load out will begin the following day, June 20th, and take 2 days
- 3) All production clear of site by the night of June 21

Notes:

- 1) This schedule will be adjusted based on the developing needs of the show and timing availability for all involved, including city and port leadership
- 2) AENW will coordinate with both the City and the Port of Everett to ensure all parties are accommodated in terms of layout and logistics
- 3) AENW will work with City and Port, and will make labor, trucks, power and heavy equipment resources available to assist during out regular working hours
- 4) Working days for build and strike will generally be scheduled as 10 hour workdays, split into (2) 5 hour shifts with a one hour break in the middle
- 5) No worker shall be asked to work more than 5 consecutive hours without a meal break
- 6) No worker shall be asked to work more than 3 consecutive hours without a 15 minute break
- 7) AENW will adhere to all local and state labor laws
- 8) Worker safety, including first aid kits, fire extinguishers, water, will be a high priority on this job site.



Audio Engineers Northwest

Proposed Sound system plan
Provided by Garrett Doran, Director of Operations for AENW
FIFA viewing party
Boxcar Park
Everett WA

Audio system table of contents:

Overview and goals.....	1
Audio rigging overview.....	2
System performance and technical overview.....	3

Audio (1) System Goals

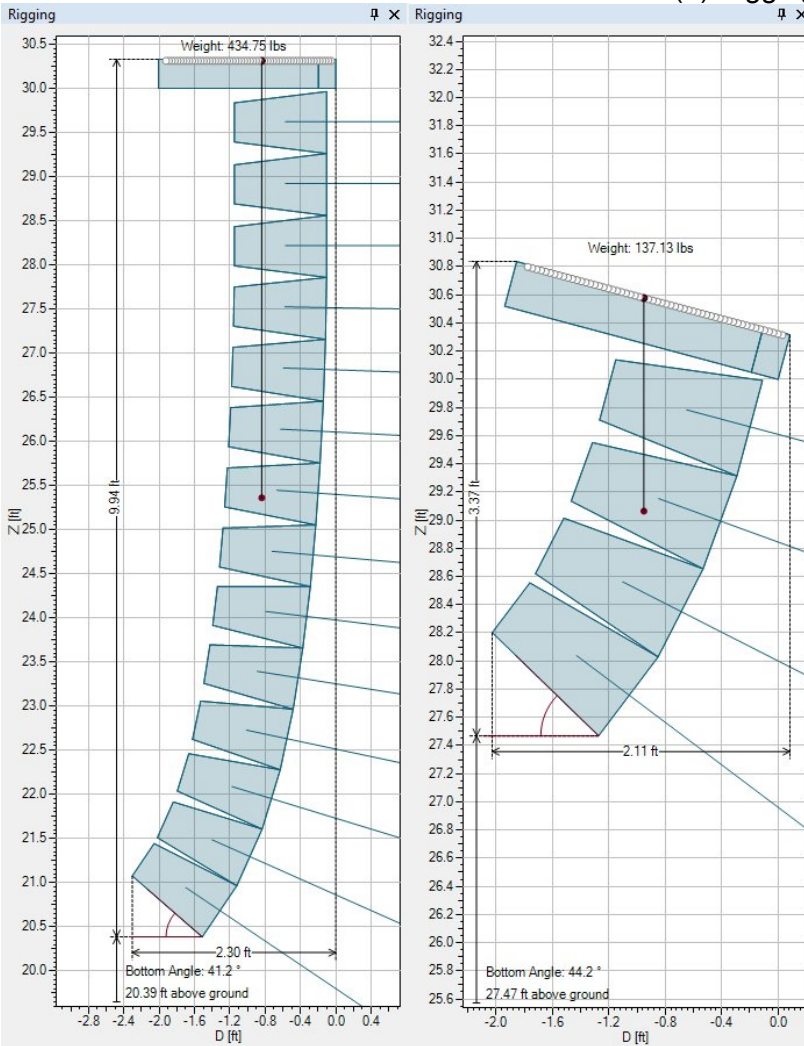
Goals:

- 1) Safety, to exceed minimum standard of 5:1 safety factor
 - a. All mains speakers to be flown, none ground stacked, to eliminate the possibility of rowdy crowds knocking over equipment
- 2) Coverage, for a minimum audience area 200' wide and 350' deep
 - a. This defined area has a capacity for 11,000+ attendees, and can be adjusted as needed
- 3) System output must exceed 100 dbA capability for entire audience area
- 4) Low variance, minimum acceptable standard being +/- 3db
 - a. Low variance describes a condition where every attendee has the same experience, which requires sound to be consistent in both tone and volume throughout the venue
- 5) Light weight systems, to minimize trucks and heavy equipment on park lawn
- 6) Monitoring and control, with the ability to monitor output level and angle of every speaker at all times to ensure consistent performance and quality

In addition, AENW will provide:

- 1) Wireless signal available to broadcast to delay speakers
 - a. Delays will be needed if audience area needs to be extended
 - b. With a throw distance in excess of 200', delays may be used to mitigate effects of wind
 - c. Wireless system can transmit 1,000'
- 2) Standard festival package of microphones, stands, cables, monitors, to accommodate live bands for each event

Audio (2) Rigging Overview

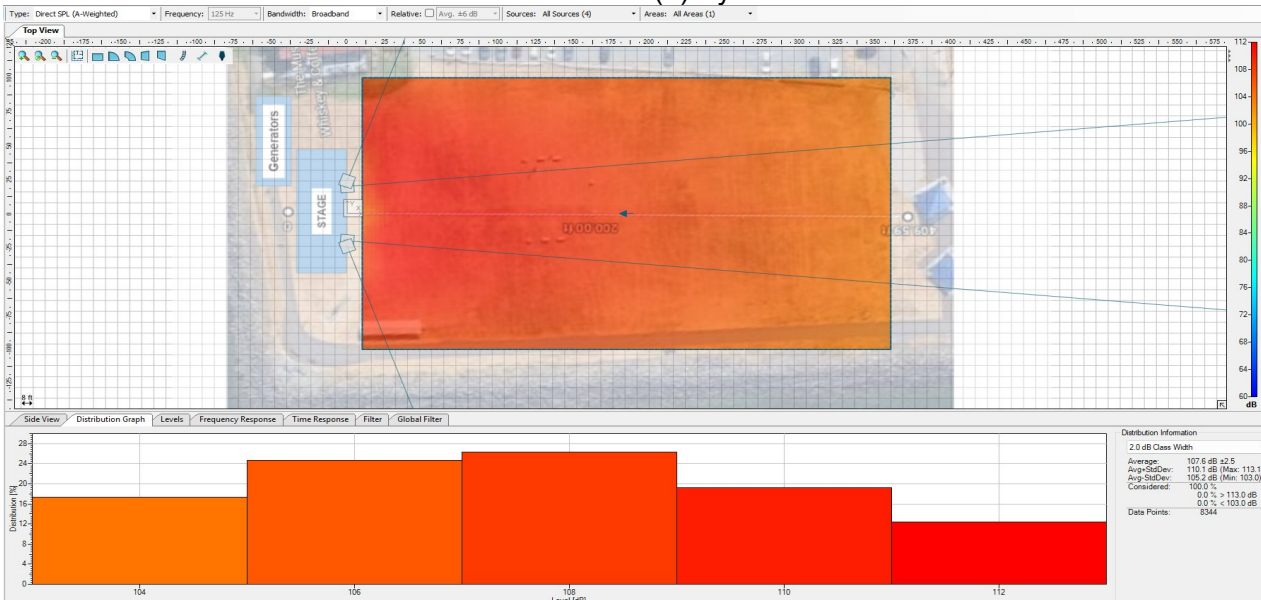


- 1) Total PA system load per side is under 600 lbs
- 2) We have specified a modern, light weight high-performance system for this event. A typical PA for an outdoor concert of this scale would weigh greater than 2,000 lbs per side.
- 3) No heavy equipment needed for moving this system

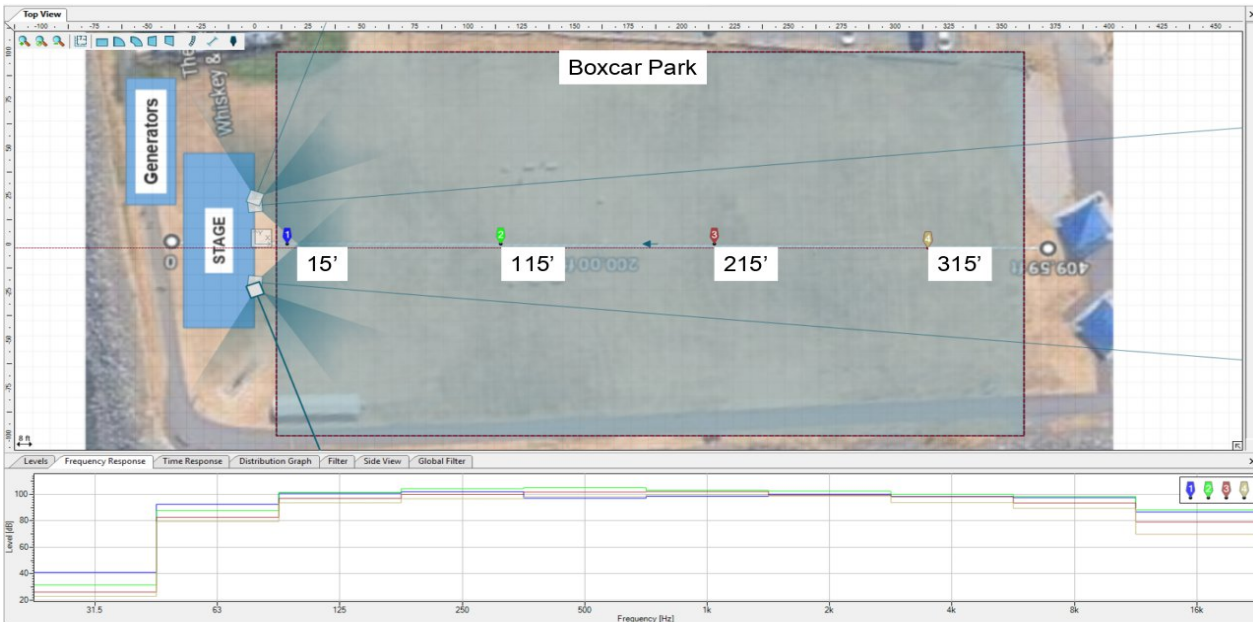
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Minimum safety factor of system is 7:1 (5:1 is minimum requirement)

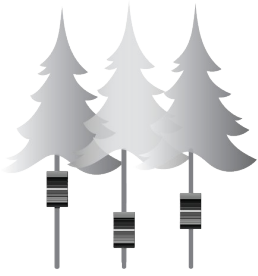
Audio (3) System Performance



- 1) Predicted broadband variance is +/- 2.5 dbA across the audience area (exceeds 3.0 db maximum variance)
- 2) The above graph shows maximum system output level, with the quietest area still capable of 104 dbA, 360' from the stage, exceeding the 100 dbA minimum. This assumes little or no wind, but can be extended using delay towers as-needed



- 1) Predicted tonal response is very similar from front to back in the audience area.
- 2) Difference in the low-mid range (63hz - 500hz) will be mitigated using beam steering, by implementing a series of all-pass filter in each speaker, to steer more low energy toward the back of the audience.
- 3) Difference in mid/high frequency information, 1.5khz - 20khz, to be mitigated using FIR filters applied to each individual speakers in the array. Each FIR filter has a decibel range of 26db available, which is more than the greatest variance in the high frequency range
- 4) RD Net control will monitor amplifier usage, speaker angles, and temperature at all times
- 5) SMAART will be used for testing, measuring, and monitoring for event
 - a. SPL log report will be available to ensure safety of listeners and adherence to local ordinance
- 6) System power requirements are relatively low
 - a. Mains PA fits into 6 x 20A/120V circuits with headroom
 - b. Subwoofers on the ground will also fit into 6 x 20A/120V circuits
 - c. Control systems and stage power will fit into 3 x 20/120V circuits with headroom
 - d. Audio system at maximum usage will be less than 100A peak power
 - i. Real-world power draw in show not likely to exceed 50A / leg of 3 phase 'y' system, and easily fits on a 45 KVA generator, where system peak inrush current will not exceed rated constant draw of 116A, or mains breaker of 125A
- 7) This PA system is easily trucked, deployed, and managed by a crew of 3 people



Audio Engineers Northwest

Power System

Proposed power system plan

Provided by Garrett Doran, Director of Operations for AENW

FIFA viewing party

Boxcar Park

Everett WA

- 1) AENW will provide 3 separate 45 KVA generators, based on the specified needs for audio, lighting and video elements also listed in the over all AENW proposal
 - a. 125A service for audio
 - b. 125A service for video and lighting
 - c. Backup generator
 - d. Separating generators by department eliminates hums in audio system caused by dimmers and motors, and eliminated fading of video and lighting caused by system voltage drops from subwoofer inrush current
- 2) All 3 generators, and all stage systems, will share a single common ground to eliminate hazards from ground faults
- 3) If allowed per city and Port of Everett, AENW will either drive ground rods or connect system to existing grounded infrastructure
 - a. Earth ground not required for portable generators, but is a best practice which we adhere to whenever able, and most staging manufacturers specify
 - b. Will get utility locate from city
 - c. Will ask authorization from city officials prior to utilizing any existing infrastructure
 - d. All equipment grounding will be tested for continuity to show 0.1 ohm or less between ground systems
- 4) All mains connections and ground connections on site will be done using 16 series cam lock
 - a. Any bare lug on site will be fitted with bare-wire cam lock tails, so no crew ever handles bare wire
- 5) AENW will provide cable ramps for backstage vehicle crossing
- 6) AENW will use all 600V rated mains cables
- 7) All generators will be ultra-quiet so as to not impact the audience experience
- 8) Generators will be towed in and parked during the stage build, and removed after the end of the event
 - a. AENW will handle all towing and fueling
- 9) All generators will be secured using locking hitches and safety cables, with locks on all access doors and control panels





PROCUREMENT

Request for Proposal #2026-010

Procurement Professional Point of Contact:
 Theresa Bauccio-Teschlog, MBA, NIGP-CPP, CPPB
 Procurement Manager
 (425) 257-8901
bids@everettwa.gov

AUDIO VISUAL SERVICES FOR FWC 26 FAN ZONE WATCH PARTY

TIMELINE - The following represents the schedule for this solicitation.	
Event	Date
Issue Date	February 9, 2026
Deadline for Final Questions.....	February 22, 2026, by 11:59 P.M. Pacific Time
Proposal Due Date	March 4, 2026, 11:59 p.m. Pacific Time
Anticipated Award and Start Date	April 1, 2026
<p>E-mailed or delivered Proposals are acceptable.</p> <p>Submit Proposals to:</p> <p>E-mail: bids@everettwa.gov OR</p> <p>If delivery to Procurement, 2930 Wetmore Ave, Suite 9E, Everett, WA 98201, call to access the locked elevator.</p> <p>Delivered proposals are accepted Monday through Friday, from 8:00 am to 3:00 p.m., excluding city-observed holidays. If providing paper copies, clearly label the outside of the sealed envelope containing the original proposal response plus four complete identical copies with the Proposal Name, Proposal Number, and contact information listed above. Only Proposals that arrive in the Procurement office by the deadline will be considered.</p>	
<p>Information & Addenda: All Information, including Addenda regarding this solicitation, can be found at: https://www.everettwa.gov/2713/Bid-opportunities</p> <p>Suppliers are responsible for checking the City of Everett website for the issuance of any addenda prior to submitting a Proposal.</p>	
<p>Questions: All questions must be requested electronically utilizing the above link or e-mailed to the Procurement Professional listed above.</p> <p>Unauthorized contact with the City of Everett employees or contractors regarding this Request for Proposal may result in disqualification. The City of Everett will consider any oral communications unofficial and non-binding. Proposers should rely only on written statements issued by the individual named above.</p>	

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SECTION 1 - INSTRUCTIONS

1.1 PROPOSAL SUBMITTAL

The City must receive the supplier's proposal in its entirety by 11:59 p.m. Pacific Time. For electronic submissions, the official receipt time is the receiving time stamp from the City's e-mail server as printed.

All proposals and accompanying documentation will become the property of the City of Everett and may not be returned.

Proposal pricing must be submitted on the forms provided in this document. To receive consideration for award, the Proposal must be completed and signed by an authorized representative of the supplier. Submission of a proposal constitutes acceptance of the procedures, evaluation criteria, and other instructions of this Request for Proposals (RFP).

No supplier may withdraw its Proposal after the hour set for the opening unless the award is delayed for a period exceeding ninety (90) days.

1.2 OFFER PERIOD

All Proposals submitted must remain open for ninety (90) days from the receipt date. The City of Everett reserves the right to extend this period.

1.3 REQUEST FOR DUE DATE EXTENSION

Suppliers may request an extension of the Proposal Due Date. The supplier must supply any justification and additional information that will facilitate the City of Everett's evaluation and decision. Any approved extension will be issued as an addendum.

1.4 WITHDRAWAL OF PROPOSALS

Suppliers may withdraw a Proposal that has been submitted at any time up to the due date and time. To accomplish this, a written request signed by an authorized representative of the Supplier must be submitted to the Procurement Professional named on the Request for Proposal cover sheet.

1.5 SINGLE RESPONSE

A single response to the RFP may be deemed a failure of competition, and in the best interest of the City of Everett, the RFP may be canceled.

1.6 MULTIPLE PROPOSALS

Suppliers interested in submitting more than one proposal may do so, so long as each proposal stands alone and independently complies with the instructions, conditions, and specifications of this Request for Proposal.

1.7 EVALUATION AND AWARD

The City of Everett will award the Proposal to the responsive and responsible supplier(s) whose offer best meets the needs of the City or reject any and all Proposals.

- a. Responsive Supplier – A business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the Invitation for Bids (IFB)/Request for Proposals (RFP) and all of its requirements, including all form and substance.

- b. Responsible Supplier – A business entity or individual who has the financial and technical capacity to perform the requirements of the solicitation and subsequent contract.

1.8 WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES & REJECTION OF PROPOSALS

The City of Everett reserves the right, at its sole discretion, to waive minor administrative irregularities and informalities contained in any proposal submitted and accepted by the City. The City further reserves the right to make awards to the responsible offer whose proposal is determined to be the most advantageous to the City of Everett. The City of Everett reserves the right to reject any and all Proposals.

1.9 EXCLUDED PARTIES

All suppliers must certify that they are not on the Comptroller General's list of ineligible contractors nor the list of parties excluded from Federal procurement or non-procurement programs.

<https://www.sam.gov>

1.10 BUSINESS LICENSE

The successful supplier will be required to possess or be able to obtain a City of Everett Business License and pay City of Everett Business & Occupation Tax (B & O), when applicable. B & O Tax questions may be directed to the Everett Business Tax Division at (425) 257-8610.

1.11 BID PROTEST PROCEDURES

Chapter 3.46 of the Everett Municipal Code (EMC) governs all protests. Protest Procedures are available for review in the Everett Municipal Code 3.46, which can be found at <https://everett.municipal.codes/>

The City reserves the right to require strict compliance with all requirements of Chapter 3.46 EMC.

1.12 NON-ENDORSEMENT

As a result of the selection of a supplier to provide services to the City of Everett, the City of Everett is neither endorsing nor suggesting that the supplier's product is the best or only solution. The supplier agrees to make no reference to the City of Everett in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the City of Everett.

1.13 PUBLIC DISCLOSURE

All materials submitted in response to this RFP become the property of the City of Everett. Selection or rejection of a proposal does not affect this.

Pursuant to Chapter 42.56 RCW and other applicable law, all materials (including, for example, proposals and pricing in proposing) submitted under this RFP are public records and will be, unless determined otherwise by the City in the City's sole discretion consistent with applicable law, available for inspection and copying by the public following contract award. The City has no obligation to withhold from disclosure materials designated as confidential or proprietary. The City has no obligation to provide any notices prior to disclosure.

Materials will not be released by the City of Everett prior to contract award in order to protect the integrity of the procurement process unless otherwise required by law.

Proposers by submission of materials in response to this RFP acknowledge and agree that the City will have no obligation to advocate for nondisclosure in any forum and has no liability whatsoever to proposer for the disclosure of any material submitted by proposer in response to this RFP.

1.14 RESPONSE PROPERTY OF THE CITY OF EVERETT

All materials submitted in response to this request become the property of the City of Everett. Selection or rejection of a response does not affect this right.

1.15 NO OBLIGATION TO BUY

The City of Everett reserves the right to refrain from contracting with any supplier. The release of this RFP does not compel the City of Everett to purchase.

1.16 COST OF PREPARING PROPOSALS

The City of Everett is not liable for any costs incurred by suppliers in the preparation and presentation of proposals and demonstrations submitted in response to this RFP.

1.17 CONTRACT TERMINATION

In determining any contract award, the City of Everett reserves the right to consider past performance by the suppliers in the City of Everett contracts. If the City of Everett has previously terminated a contract with a supplier for the supplier's default or other non-performance, the City of Everett reserves the right to reject bids or quotes received from that supplier.

1.18 RECYCLE

The City of Everett is committed to the environment and encourages suppliers to recycle material to the extent practicable.

1.19 COOPERATIVE PURCHASING

Suppliers: RCW 39.34 allows cooperative purchasing between public agencies, also called political subdivisions. Public agencies that have an Intergovernmental Cooperative Purchasing Agreement with the City of Everett may purchase from the City of Everett contracts, provided that the supplier has agreed to such participation. Each supplier must indicate on the submittal form if they will not honor other public agency orders in accordance with contract terms and conditions in addition to orders from the City of Everett. The City of Everett does not accept any responsibility for purchase orders issued by other public agencies.

Cooperating Political Subdivisions: Public agencies desiring to use Everett's contracts must have executed an Intergovernmental Cooperative Purchasing Agreement with the City of Everett, as required by RCW 39.34. Only those public agencies who have complied with these requirements are eligible to use this contract. The public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency must be affected by a purchase order from the public agency directed to the supplier or other party contracting to furnish goods or services to the City of Everett.

The City of Everett accepts no responsibility for the performance of any purchasing contract by the supplier, and the City of Everett accepts no responsibility for payment of the purchase price for any public agency.

SECTION 2 – SCOPE OF WORK

2.1 INTENT

The City is seeking a qualified Audio-Visual (AV) production service supplier to deliver turnkey AV services for four (4) outdoor FWC 26 Fan Zone Watch Parties on June 11, 12, 18, and 19, 2026. The services required include large-format video display, professional audio, stage infrastructure, lighting, power, and technical staffing for setup, teardown, and run of show.

2.2 BACKGROUND

The City of Everett is the official Fan Zone in Snohomish County for the FWC 26 Fan Zone watch party. The watch parties are part of Everett's official fan zone programming. The primary program driver is to broadcast World Cup matches, with a secondary program of live music and other entertainment as part of the event experience. The event is family-friendly.

The city is partnering with the Port of Everett and regional partners to deliver free public-viewing festivals featuring food and beverage services, family-friendly entertainment, recreation, and retail opportunities. Each event date is expected to have up to 5,000 attendees, with about ten (10) hours of operations.

The site will be secured with 8-foot perimeter fencing on event days and will have controlled access at points. The stage and core AV infrastructure may be constructed once and left in place for the duration of the event series. Some limited on-site storage is available to the awarded supplier. The site will be patrolled by overnight security.

2.3 LOCATION

The events will be held at the following address:

Boxcar Park: 1200 Millwright Loop W, Everett, WA 98201

The city and the Port have identified the following areas for event operations. A map is provided as Exhibit A.

2.4 EVENT OPERATIONS AND LOGISTICS

This section outlines the event's overall operations and logistics. Proposers are expected to provide the best solution that will fulfill the desired functionality described below.

1. Load-In

- a. Load-in availability begins up to one week prior to the first event date.

2. Load-Out

- a. Final load-out will occur following the last event date.
- b. Depending on the supplier's approach, setup and teardown may occur as few as two times total across all four events.

3. Coordination

- a. Supplier will coordinate with City of Everett event staff, who will liaise with Port of Everett operations, security, and safety teams, and other on-site vendors.

4. Security and Safety

- a. Supplier must comply with all City of Everett and Port of Everett safety requirements.
- b. All rigging and structures must be engineered and rated for outdoor use.

- c. Supplier must comply with all applicable codes, permits, and safety regulations.

5. Site Plan

- a. Supplier should provide a site plan showing AV equipment footprint, audience sightlines, cable routing, and power distribution, and front-of-house audio mixing location.

6. Power

- a. Limited shore power is available on site.
- b. Suppliers should assume temporary power generation may be required and include generators, power distribution, fuel, and staffing in their proposed solution.

2.5 EQUIPMENT PERFORMANCE REQUIREMENTS

This section provides the overall general functions of the requested equipment needed to provide broadcasting services. The successful supplier will be required to warrant that its proposed solution will fulfill the functionality described below.

1. Video Display

- a. Large-scale LED video wall, suitable for outdoor daylight viewing and for the anticipated audience size.
- b. Sized appropriately to serve an audience of up to 5,000 attendees. The city prefers a minimum video wall of at least 32 feet by 18 feet. Suppliers may propose alternatives that meet performance needs and sightline requirements.
- c. Must support live broadcast feeds, which are provided by the city. The awarded supplier must be able to accept a feed via HDMI or a similar connector. Supplier is responsible for any required signal conversion, routing, and on-site distribution necessary to reliably display the feed.

2. Stage

- a. Stage capable of supporting an LED video wall, MCs, live entertainment of full bands or DJs, and moderate scenic and set dressing. The city prefers a minimum stage size of 32 feet x 20 feet. Suppliers may propose alternatives that meet performance needs and sightline requirements.
- b. Set dressing will be provided by the Seattle FWC 26 Organizing Committee and is anticipated to include wind-through banners on stage sides and top. Details regarding the set dressing will be provided when they become available and will likely include top- and side-stage banners in a blow-through mesh style.
- c. Stage must be capable of safely supporting hanging banners and scenic elements.

3. Audio

- a. Clear, intelligible sound coverage across the full audience area.
- b. Capable of supporting broadcast audio, MCs, and full-band live performances.
- c. Supplier must comply with applicable City of Everett noise regulations and any Port of Everett requirements. Sound design should account for waterfront conditions and ambient industrial/maritime noise.

4. Lighting

- a. Basic stage wash and safety lighting with a preference for a controllable Red Green Blue (RGB) LED stage lighting package to wash the stage with light when loading and unloading. Then, a lighting package to light the performers.

2.6 AUDIO-VISUAL TECHNICAL DELIVERY PLAN

Following contract award, and at least forty-five (45) calendar days before the first event, unless otherwise approved in writing by the City, the successful supplier must submit a Final Technical Delivery Plan for City approval. The city will review and respond to the Plan within seven (7) calendar days. The final plans will include confirmed equipment, layouts, and power designs, and are subject to City review and approval.

2.7 SUPPLIER RESPONSIBILITIES

The successful supplier will be responsible for the following:

- Develop and deliver a technical solution for displaying World Cup matches.
- Provide all AV equipment and technical labor
- Provide video, audio, lighting, staging, and power.
- Provide on-site technical management of lights, audio, and operations.
- Strike and remove all equipment following the final event.

2.8 CITY OF EVERETT RESPONSIBILITIES

The City of Everett will be responsible for the following:

- Overall event management.
- Site access coordination.
- Security staffing.
- Event schedule and run of show.
- Stage management.
- Provide lockable portable storage units for supplier equipment if needed. Storage requirements must be included in the technical delivery plan.

2.9 PORT OF EVERETT RESPONSIBILITIES

The Port of Everett will be responsible for the following:

- Site access approval.
- Coordination related to Port property operations.
- Security staffing.

2.10 PAYMENT

Within thirty (30) days after delivery, acceptance of the ordered items, and a properly prepared invoice, but not more often than once per month, the City of Everett will pay the supplier at the rate(s) stated on the price sheet.

No down payment or advance payment of any kind will be made. Washington State law requires proof that the materials have been furnished, the services rendered, or the labor performed as described before

payment may be made. All invoices must list the PO number and are to be submitted to the following address:

City of Everett – Accounts Payable
PO Box 12130
Everett, WA 98206
accountspayable@everettwa.gov

SECTION 3 – PROPOSAL EVALUATION PROCESS

3.1 GENERAL

All proposals will be reviewed to determine compliance with the requirements as specified in the RFP. Proposals will be evaluated on how well the proposal meets the needs of the City, as described in the supplier's response to each requirement and the evaluation criteria identified in this RFP. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal.

3.2 SELECTION PROCESS

The City will select the proposal that, in its sole discretion, is the most advantageous to the City. The City reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms that the supplier can offer. The specifications may be altered by the City of Everett based on the supplier's proposal, and an increase or reduction of services with the supplier may be negotiated before contract signing, award, and execution.

3.3 CONTRACT AWARD AND EXECUTION

A contract award will be for the supplier that best meets the needs of the City of Everett.

The award of a contract to the successful supplier will be the notice of acceptance. The award of a contract will bind the supplier to furnish the service in accordance with the information herein, responses to questions, the supplier's proposal, other representations made, as well as all other terms and conditions of the contract in its final form.

3.4 EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria and how well they meet the needs and requirements described in the RFP.

#	Criteria	Points	Description
1	Qualifications and Relevant Experience	100	Evaluate responses to Questionnaire 4.03.
2	Technical Capability, Approach, and Capacity	115	Evaluate responses to Questionnaire 4.03.
3	Communication and Customer Service	50	Evaluate responses to Questionnaire 4.03.
4	Risk, Performance, and Quality Assurance	35	Evaluate responses to Questionnaire 4.03.
5	Price Proposal	100	Evaluate Suppliers' price proposals to determine if the cost is fair and reasonable. Proposed prices: <ul style="list-style-type: none">• are realistic for the work to be performed and• demonstrate that the Supplier understands the Scope of Work.
	Total	400	

3.5 INTERVIEWS

The City of Everett may request interviews with the highest-ranked supplier(s). The purpose of the interview, if held, will be to further review the finalist(s) in specific areas to determine which proposal provides the best fit and value to the City of Everett. Finalist(s) must have key employees available for these interviews. The City of Everett will notify the finalist(s) as to the time, date, and location for an interview or conference call.

SECTION 4 – PROPOSAL SUBMITTAL REQUIREMENTS

4.1 SUBMITTAL REQUIREMENTS

Suppliers must provide a proposal which must demonstrate an understanding of the project requirements as stated throughout this Request for Proposal.

Proposals in response to this RFP must be submitted in the order specified below. Proposal responses must include:

- 1. Supplier Commitment and Information (included)**
- 2. Price Sheet (included)**
- 3. Narrative responses** to the questions asked. Suppliers should re-type the heading, question identifier, and question. Then answer the questions and provide them in the same order requested below. Suppliers may emphasize in their narrative any areas of their proposal that they believe exceed our requirements.
- 4. Certificate of Non-Debarment/Suspension (included)**

4.2 SUGGESTED RESPONSE FORMAT

- Standard 8 1/2" x 11" paper
- Single or double-sided, numbered pages
- Typed with a minimum of 12-point font
- Form 4.03 – re-type the question before responding

FORM 4.03 QUESTIONNAIRE

Suppliers must complete this “Questionnaire” providing the information in the same order requested below. Suppliers may emphasize in their narrative any areas of their proposal that they believe exceed our requirements.

1. Qualifications and Relevant Experience

- A. Briefly describe your company. Include how long the company has been in business.
- B. Describe the qualifications of your company, including specific experience providing services at Boxcar Park and experience providing services at similar venues with challenging environments such as wind, weather, outdoor acoustics, and competing with industrial sounds.
- C. If awarded this contract, who are you proposing to be the project manager? What is their experience with this work and other aspects pertinent to this project?
- D. What characteristics most distinguish your organization from your competitors?

2. Technical Capability, Approach, and Capacity

- A. Describe your approach to this project, including the execution, management, and control of the project.
- B. Provide a conceptual Technical Delivery Plan, including, but not limited to:
 - 1. Preliminary equipment list
 - 2. Video wall size and specifications, including signal management and reasonable redundancy
 - 3. Stage size and site requirements
 - 4. Audio system design
 - 5. Power plan
 - 6. Staffing plan
 - 7. Proposed load-in and load-out schedule.
- C. What is your availability for this project? Please include a statement of other work currently underway or anticipated to be in progress during the project's time frame, and show how you intend to schedule projects so that this project is also accomplished.
- D. Does your firm intend to subcontract any portion of this contract? If so, please provide the following: name of the firm(s), the percentage of work to be performed by each subcontractor, and a description of the nature of work performed by each.

3. Communication and Customer Service

- A. How do you ensure that all stakeholders are kept informed, and what channels will be used for communication?
- B. How do you handle changes or adjustments to the project, and what communication protocols will be in place for such changes?

- C. Provide examples that demonstrate your ability to provide effective communication and customer service.

4. Risk, Performance, and Quality Assurance

- A. Submit no more than five (5) completed relevant project experiences within the past five years that demonstrate successful contract performance similar in size and scope as described in this RFP, including any government experience. Include the following for each reference:
 - a. Company name and full address
 - b. Point of contact name, title, e-mail address, and phone number
 - c. Contract title, number, start, and completion dates
 - d. Contract description & order/service details
- B. Have you defaulted on any contracts within the past five years or failed to meet contract terms? If so, describe.

Exhibit A

FIFA Watch Party Site Layout **DRAFT**



SECTION 5 – ACRONYMS & DEFINITIONS

Bidder: see “Supplier”.

CFR: Code of Federal Regulations.

City Facility: the location(s) work is to be performed.

City: refers to the City of Everett (“COE”), located in Washington State.

Code Requirement: all applicable requirements of the City of Everett Municipal Code (EMC) Title 16, along with any applicable codes including, but not limited to, International Mechanical Code, International Plumbing Code, and International Energy Conservation Code. EMC Title 16 can be found here:

<https://everett.municipal.codes/EMC/16>

Contractor: see “Supplier”.

Contract Administrator: see “Procurement Professional”.

Cost Analysis: comparison of offered price to the offeror’s own costs and evaluation of the difference (profit).

Desired Features: features that a requested commodity or solution does not have to possess to be considered responsive. However, inclusion of such features are considered value added qualities that may lead to a higher level of success and evaluation score for the proposal response. These are in addition to the salient characteristics included in the solicitation.

Equipment: an assembly of machines and components in a logical manner that works systematically to provide an intended, conditioned environment for the facility.

Inspection: assess the condition of the equipment and components. Inspection is used to establish and determine if corrective action is required for the equipment to perform within an acceptable operation.

L&I: the Washington State Department of Labor and Industries.

Lower Tier Participant: see “Supplier”.

Maintenance: work performed to preserve equipment performance and condition.

Mandatory Features: a condition set out in the scope of work or specifications that must be met without alteration. Not meeting a mandatory requirement may be grounds for disqualification of a bid or proposal.

Must: see “Shall”.

Offeror: see “Supplier”.

OSHA: Occupational Safety and Health Administration.

Price Analysis: comparison of proposed price to comparable pricing data.

Prime Contractor: see “Supplier”.

Procurement Professional: the individual in Procurement assigned by the City of Everett who is responsible for resolving contractual issues and supporting the Project Manager during Contract performance. This includes the issuance of a written document to amend, modify, or deviate from the Contract terms, conditions, requirements, specifications, details, or delivery schedule.

Project Manager: the individual assigned by the requesting department that is responsible for managing, inspecting, and monitoring all Contractor work performed to ensure compliance with the contract requirements. The Project Manager is the Contractor's primary point of contact and acts as the agency's representative in charge of work at the site.

Proposer: see "Supplier".

RCW: Revised Code of Washington.

Recipient: see "City".

Shall or Must: the terms "shall" or "must" are used whenever a specification expresses a requirement by either the City or the Supplier.

Subcontractor: the individual, association, partnership, firm, company, corporation, or joint venture entering into an agreement with the Supplier to perform any portion of the work covered by this contract.

Submittals: information which is submitted to the City of Everett by the Supplier.

Supplier: the individual, association, partnership, firm, company, corporation, or a combination thereof, including joint ventures, submitting a response to perform the work.

UCC: Uniform Commercial Code.

WAC: Washington Administrative Code.

WISHA: Washington Industrial Safety and Health Act of 1973.











2026-010 Audio Visual Services for FWC 26 Fan Watch Party_SD


Final Audit Report

2026-04-20


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