

Request for Qualifications (RFQu)



Photography/Videography Services Pool for VISION 2030

RFQu-2021-9/2030-2

Due Date: October 12, 2021

2:00 p.m. Local Time

Julia A. Gibbs
Procurement Coordinator

REQUEST FOR PHOTOGRAPHY / VIDEOGRAPHER SERVICES

SOLICITATION TYPE: REQUEST FOR QUALIFICATIONS

SOLICITATION #: PHOTOGRAPHY / VIDEOGRAPHER

ISSUE DATE: SEPTEMBER 27, 2021 @ 4:00 P.M.

SUBMITTAL DUE DATE: OCTOBER 12, 2021 @ 2:00 P.M.

QUESTION DEADLINE: OCTOBER 08, 2021 @ 2:00 P.M.

ANSWER DEADLINE: OCTOBER 11, 2021 @ 2:00 P.M.

SUBMITTAL PLACE: Email: jgibbs@columbiahousing.org

RFQ may be obtained by downloading them from the Columbia Housing Web-site:
<https://www.columbiahousing.org/procurement-postings>

Respectfully,

Julia A. Gibbs
Procurement Coordinator

**THIS IS ONLY A REQUEST FOR QUALIFICATIONS – THERE IS NO GUARANTEE OF WORK
UNLESS QUALIFICATIONS ARE MET AND ACCEPTED BY COLUMBIA HOUSING**

**COLUMBIA HOUSING RESERVES THE RIGHT TO KEEP THIS REQUEST OPEN EVEN AFTER
THE SUBMITTAL DUE DATE**

The Housing Authority of the City of Columbia, South Carolina (Columbia Housing) hereby requests Qualification Packages from parties who are interested in being placed in Columbia Housing's *Photography and Videography Services Pool*.

Columbia Housing will create a professional *Photography and Videography Services Pool*, of multiple Contractors that will be under contract to provide selected services to Columbia Housing and/or its related

affiliates on as needed bases for a period of not more than three (3) years with two (2) additional one (1) extensions at Columbia Housing will.

The selected parties for the *Photography and Videography Services Pool*, working in concert with Columbia Housing Capital Assets and Housing Management Departments will be responsible to provide selected services per issued Task Order/Work Order.

Columbia Housing will create a professional *Photography and Videography Services Pool* of multiple Contractors that will be under contract to provide specialized services to Columbia Housing and/or its related affiliates for a period of not more than three (3) years with two (2) additional one (1) extensions at Columbia Housing will.

The selected parties for the *Photography and Videography Services Pool*, working in concert with Columbia Housing Capital Assets and Housing Management Departments will be responsible to provide specialized services on an annual service contract. Scope of work, terms and conditions will require further submissions.

Per Columbia Housing policies and procedures, HUD regulations, and Federal, State, and Local laws and codes, the following will be required for qualification:

- Non-Collusive Affidavit
- Certification for a Drug Free Workplace (HUD 50070)
- Certificate of Section 3 Compliance
- MBE Participation Certification
- Piggyback Clause

The following will be required upon issuance of selection:

- Contract / Formal Agreement
- HUD Form 5370 EZ (Total contracts greater than \$2,000 not to exceed \$150,000)
- HUD 5370 (Total contracts exceeding \$150,000)
- Insurance Certificate(s)
- Business License
- W-9
- Direct Deposit Form

PRODUCTS TO BE USED

- All products must be submitted for approval
- All products must meet or exceed Columbia Housing specifications:
<https://www.columbiahousing.org/procurement-forms>

WORK QUALITY

All work performed under this contract shall be in compliance with the highest performance standards; the industry guidelines and all applicable Federal, State, and Local laws and codes.

SUBMITTALS

Submissions are to be submitted via electronically to jgibbs@columbiahousingsc.org . Enclose submittal package in an envelope and place in the drop box in front of the Main Office of Columbia Housing located at 1917 Harden St. Columbia, SC 29204. The envelope must be address to: Adam Dalenburg Manager Capital Assets and marked with:

- Solicitation Type/Description
- Solicitation Number
- Submittal Due Date

Submittals must include all required information and forms all completely fill out. The task's box which a party would like to be considered must be checked.

Photography and Videography Services Scope of Work:

Functional Requirements Photographers and /or Videographers. Vendors may specialize in any single endeavor, or both areas. For example, you may choose to provide Columbia Housing with video and not images. Or, you may have the capacity to shoot, edit and produce both still images and video. Either way, you are welcome to participate in this RFP.

Agencies and individuals may participate in responding to this RFQu.

Request for Proposal

The selected vendors will:

- Produce high-quality content that aligns with Columbia Housing's visuals, voice, and overall brand.
- Photography services must be able to capture high-resolution (300 dpi) images of key subjects, exhibits, speakers, candid crowd photography and group portraits.
- Have capacity to edit and deliver high-resolution images in digital format.
- Film portions of events, including capturing B-roll footage onsite. Subjects may include speeches, presenters, award recipients, or testimonials.
- Edit and deliver both SD and HD footage in digital format.
- Understand the importance of being always unobtrusive and professional while on assignment.
- Have the capacity to capture aerial shots via drone usage and conduct time-lapse sessions from aerial vantage points
- Have mobile photography studio for on-site shoots, i.e., professional headshots
- Produce high resolution photography in several different file formats. i.e., JPEG, PNG
- Have capacity to produce unretouched photography tear sheet proofs
- Collaborate directly with Columbia Housing staff to determine the needs of each individual shoot/event in a fast-paced environment that will sometimes require last-minute changes.
- Secure content creation release forms, model releases and obtain licenses or permits, as needed.
- Edit and deliver high-resolution digital content within seven days of the event, and preferably have the capacity for a same-day turnaround on occasion.
- Capable to navigate storytelling and creating narratives as an expectation.
- Provide proof of adequate insurance coverage spanning all work-related activities undertaken in each contract.
- Labor Rates
- Travel, as needed, for events

QUALIFICATIONS

- A minimum of five years of demonstrated experience providing photography and/or videography services.
- Demonstrated capacity to perform required services.
- Ability to work on tight deadlines and turn imagery around quickly depending on Columbia Housing's needs

PROPOSAL FORMAT AND SPECS

Proposal format is open to presentation style and delivery of the proposing team, but it must include the following information:

- Provide brief background information, including your specialty in either photography or videography or both, on your company.
- Provide project management information e.g., notice requirements, timelines for delivering materials, etc.
- Please provide a sample portfolio of previous work (minimum of 20 images and/or 1 sizzle reel) that represents a variety of events and shooting conditions. Proposals without sample portfolios will not be considered.
- Please include 2 -3 references from prior or current clients.
- Proposal should not exceed 5 pages (excluding portfolio images.)

BUDGET

Please provide a detailed and comprehensive list of rates and creative fees, including any applicable expenses for equipment rental and travel.

Please include rates for same-day turnaround, if applicable.

Please provide a sample estimate and standard production timeline for the following services: + Corporate headshots (70 subjects) + Event photography and videography for 4-hour shoot to include capturing speeches, presentations, and candid shots. Videography deliverables should include sizzle reel and B-Roll.

Rates should assume transfer to Columbia Housing of full and unlimited usage rights for delivered content.

NOTES

- Columbia Housing will select multiple organizations with whom to work on creating content. This work will be on a project basis.

REQUIRED INSURANCE LIMIT

The selected respondent shall provide a certification of insurance which meets or exceeds the following limits and lists Columbia Housing as additional insured.

TYPE OF COVERAGE	LIMITS OF LIABILITY
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Worker's Compensation – Statutory	Required over and above SC State requirements and regardless of the number of employees
Employer's Liability	\$25,000 One Accident & Aggregate Disease
COMPREHENSIVE GENERAL LIABILITY:	
Bodily Injury and Personal Injury	\$100,000 ea. person – Premise & Operations \$100,000 ea. person – Independent Contractors *\$100,000 ea. person – Products, including completed operations* \$100,000 ea. person – Contractual, to include Owner & Architect \$300,000 ea. Occurrence: \$300,000 ea. Aggregate: Products, including completed operations to include Owner & Architect
Property Damage	\$ 50,000 ea. Occurrence: Premises & Operations \$ 50,000 ea. Occurrence: Independent Contractors \$ 50,000 ea. Occurrence: Products, including completed operations \$ 50,000 ea. Occurrence: Contractual, to include Owner & Architect \$100,000 Aggregate \$300,000 Aggregate: Operations; protective products; contractual, to include Owner & Architect
COMPREHENSIVE AUTOMOBILE LIABILITY	
(Includes owned, non-owned, hired)	
(A) Bodily Injury	\$150,000 ea. person \$300,000 ea. Occurrence
(B) Property Damage	\$ 50,000 ea. Accident

* Shall be carried for a minimum of one (1) year after completion of the Agreement.

** Coverage shall include owned, non-owned, and hired automobiles

STATE LICENSING REQUIREMENTS/PERMITS

All respondents shall possess and provide a valid South Carolina Contractor's license and will be required to possess and provide a license to work in the City of Columbia, SC if not already possessed, at contract execution. In addition the same requirements are requested for the engineering and abatement subcontractor. The Offeror's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract

throughout, and they will be deemed to be included in the Contract herein the same as though written out in full. The selected respondent shall be responsible for obtaining all required permits needed to complete contract as well as for paying all required permit fees.

INVOICING AND PAYMENT

The contractor will submit an invoice to the issuer of the Task Order/Work Order. The invoice must clearly include: Invoice number, Project, Cost breakdown. Invoices will be Net 30. Accompanied must be Certified Payroll form HUD WH-347 on all project exceeding \$2,000 (See Davis Bacon).

DAVIS-BACON LABOR STANDARDS COMPLIANCE

Attention is called to the fact that not less than the minimum of salaries and wages must be paid on this project. The Contractor must ensure that employees and applicants for employment are not discriminated against because of race, color, creed, sex, handicap or national origin.

In accordance with Department of Labor and Davis-Bacon Regulations for Projects and Work in excess of \$2,000 the Contractor shall submit Certified Payrolls (HUD WH-347) on a weekly basis. Submittals shall begin no later than ten (10) days after the start of the work on-site.

SECTION 3 REQUIREMENTS

TRAINING AND EMPLOYMENT OF SECTION 3 HIRES

Qualified Applicants

Through its Resident Services Programs, Columbia Housing will work with Service Partners that offer job readiness programs and training in day-to-day employment skills and apprenticeship programs to establish a pool of qualified applicants for referral to contractors procured by Columbia Housing.

The Resident Services Staff will identify and maintain a list of Section 3 Residents interested in employment and training opportunities. Columbia Housing will conduct preliminary screening of all applicants referred to contractors. This screening shall include a criminal background check and a drug screening, as applicable. Columbia Housing will match applicant skills to the available Section 3 positions and issue a formal referral to the corresponding contractor.

Applicants for available positions shall be referred in the order listed below.

1. Current or former residents of the property where the work is to be performed. Former residents are defined as individuals listed on a CH lease agreement at the time the property was vacated.
2. Current residents of other properties owned by Columbia Housing.
3. Participants of the Housing Choice Voucher Program administered by Columbia Housing.
4. Other qualified Section 3 residents of the City of Columbia.
5. Other qualified Section 3 residents of Richland County.
6. Other qualified Section 3 residents of Lexington County.

Contractor Requirements - Section 3 Employees.

Contractors and subcontractors shall be required to submit a notice of intent to comply with the Section 3 regulations within all contracts. The notice is to be sent to Columbia Housing Resident Services Department. The notice is also to be posted in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference. The notice shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each and the name and location of the persons receiving the referrals for each of the positions, and the anticipated date the work shall begin.

The contractor shall, to the greatest extent feasible, give preference to Section 3 Residents when hiring any full-time employee for permanent, temporary or seasonal employment under the contract. Contracts in excess of \$250,000 shall have an establishment number of Section 3 positions to be created under the contract. The contractor will be deemed to be in compliance with the training and employment requirements of the Section 3 Policy if 50% or the stated number in the applicable solicitation or contract, of new hires is Section 3 Residents from Columbia Housing communities or programs. The contractor is responsible for complying with the requirements of this policy in its own operations and for assuring compliance in the operations of its subcontractors.

Contract Preference for Section 3 Business Concerns.

The contractor shall, to the greatest extent feasible, give preference to Section 3 Business Concerns when entering into any contract for the work of the Project. The Contractor will be deemed to be in compliance with the contract preference for Section 3 Business Concerns if it commits to award to Section 3 Business Concerns at least 30% of the total dollar amount of the Contract.

Certifications and Assurances

The form of contract executed by Contractors/Subcontractors will include the requirements set forth in this policy.

Marketing Efforts

Columbia Housing will market the Section 3 policies to Residents and Program Participants through posting of information on its website; posting of notices at CH offices and developments; and issuance of flyers describing employment and training opportunities.

CH will also provide notices at strategic locations within the community where people gather (i.e., schools recreational facilities, and area churches). CH will also inform community leaders, contractors, political leaders and interested community organizations of the Section 3 and MBE/WBE hiring commitments.

Reporting

The contractor shall submit to CH a completed Monthly Employee/Business Concern Utilization Report in a format determined by CH each month throughout the contract period. The contractor shall promptly provide to CH at its request, any such other information or reports which CH may require and shall permit access to the job site and to any books, records, accounts and/or other material deemed by CH to be necessary to monitor the contractor's compliance with this Policy.

Termination

The contractor or any of its subcontractors may terminate the employment of a Section 3 Resident or the contract of a Section 3 Business Concern for good cause, provided that the contractor or subcontractor first notifies CH in writing of the proposed termination and the specific reasons for dismissal. If any Section 3 Resident employed by the contractor or a subcontractor pursuant to this Provision leaves or is terminated from such employment, or if any Section 3 Business Concern fails to perform under its contract or its contract is terminated, CH shall require the contractor and/or its subcontractor to employ another Section 3 Resident or contract with another Section 3 Business Concern in order to remain in compliance with the requirements of this Policy.

Department of Labor Requirements

Contractors subject to the Section 3 Resident Employment Provision are also required to comply with Executive Order 11246, as amended by Executive Order 12036 and the Department of Labor regulations issued pursuant thereto (41 CFR chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of Federal or Federally-assisted construction contracts.

Sanctions

If contractors or subcontractors do not comply with Section 3 mandates, CH will address the issues promptly. All sanctions against any contractor should be based on language in the signed contract.

Performance Standards

On each construction job site, it is expected from the contractor/subcontractors, that all referred and hired Section 3 Residents will be treated with the same respect and consideration that is demonstrated toward non-Section 3 Residents.

At no time should there be any disparity in hours worked per day, nor days worked per week, unless both contractor and employee agree upon it. Violation of these performance standards by the general contractor and its subcontractors will be interpreted as violation of contract agreement.

Payment in Lieu of Section 3 Hires

If a contractor is unable to meet the required Section 3 goals specified under their contract or in this policy, for any of the following reasons, Columbia Housing, at its sole discretion may approve a payment in lieu of Section 3 hires.

1. There are no new hires throughout the life of the contract.
2. The contract is of a highly technical nature and requires a high level of technical knowledge and/or skills for which there are no qualified Section 3 applicants.
3. CH Resident Services has been unable to provide referrals with the necessary skills for the available positions under the contract and the Contractor has made every effort to identify qualified Section 3 applicants.

The payment in lieu of Section 3 hires shall apply to all contracts in excess of \$10,000 and shall be 3% of the total contract amount. All funds received under the Payment in Lieu of Section 3 hires shall be directed restricted for the Resident Services Department and shall be utilized solely for job readiness and employment training for Columbia Housing residents or program participants.

